

DISCLOSURE UNDER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005

Introduction: The purpose of suo moto disclosures under Section. 4 of the RTI Act, 2005 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI Application. Section 4 (1)(b) of the RTI Act lay down the information which should be disclosed by the Public Authorities on a suo moto basis.

The Samagra Shiksha, Manipur has come up with its suo moto disclosures under RTI Act, 2005.

The information is updated upto 31st August, 2026.

1. Particulars of the Organization, Functions and Duties

[Section 4(1)(b)(i)]

Particular	Details
Name of the Public Authority	Samagra Shiksha, Manipur
Name of the Department	Department of Education (S), Government of Manipur
Head of Office	State Project Director, Samagra Shiksha, Manipur
Address	Babupara, Imphal West, Manipur – 795001
Nature of Organization	State Implementation Society implementing Samagra Shiksha in Manipur
Area of Operation	Entire State of Manipur
Main Objective	To provide equitable, inclusive and quality school education from pre-school to Class XII
Major Areas of Work	Access and retention, quality education, teacher education, inclusive education, vocational education, infrastructure, digital initiatives, girls' education and other approved interventions under Samagra Shiksha
Contact	Office of the State Project Director, Samagra Shiksha, Manipur

The State Implementation Society is responsible for implementation, monitoring and management of approved interventions under Samagra Shiksha in the State.

2. Powers and Duties of its Officers and Employees:

[Section 4(1)(b)(ii)]

The powers and duties of officers and employees are governed by:

Sl. No.	Designation	Power and Duties
1	State Project Director	Head of the State Project Office and responsible for overall planning, implementation, supervision, coordination and monitoring of Samagra Shiksha in the State. Exercises administrative and financial powers as delegated by the competent authority; approves/authorizes proposals and expenditure within delegated powers; coordinates with Government of India, Government of Manipur and other agencies; ensures proper utilization of funds, achievement of programme objectives, maintenance of records, submission of reports/returns and compliance with rules, guidelines and audit requirements.
2	Additional State Project Director	Assists the State Project Director in overall administration, planning, implementation and monitoring of Samagra Shiksha programmes. Supervises assigned branches/components, coordinates with districts and concerned departments, examines proposals and reports, monitors physical and financial progress and performs duties assigned by the State Project Director.
3	Finance Controller	Responsible for financial management and control of Samagra Shiksha funds. Examines financial proposals, budget provisions, sanctions, expenditure and accounts; supervises accounting and financial reporting; ensures compliance with applicable financial rules, approved norms and delegated powers; monitors utilization of funds and coordinates with audit authorities.
4	State Co-ordinator	Coordinates implementation of assigned Samagra Shiksha components at the State level; prepares proposals, plans, reports and guidelines; coordinates with district authorities and concerned institutions; monitors physical progress and provides technical/administrative support for effective implementation.
5	Senior Audit Officer	Supervises internal audit and examination of accounts, expenditure and financial records; conducts/coordinates audit of programme implementing units; identifies financial irregularities and advises on corrective measures; follows up audit objections and ensures compliance with audit observations.
6	MIS Co-ordinator	Coordinates collection, compilation, verification and analysis of programme and school-related data; supervises MIS activities; ensures timely uploading and updating of data in prescribed portals; prepares reports and provides data for planning, monitoring and decision-making.
7	Cashier	Responsible for custody and handling of office cash, maintenance of cash book and related records, receipt and payment of cash as authorized, preparation of payment records and reconciliation of cash balances. Performs duties in accordance with applicable financial rules and instructions.

8	Assistant State Co-ordinator	Assists the State Coordinator in planning, implementation, monitoring and reporting of assigned programme components; maintains records and data; coordinates with districts/schools and assists in preparation of reports, proposals and correspondence.
9	System Analyst	Responsible for analysis, development, maintenance and supervision of computer systems and applications; provides technical support for IT infrastructure, databases and digital platforms; assists in system integration, troubleshooting, data security and technical documentation.
10	Executive Engineer	Responsible for technical supervision and management of civil works under Samagra Shiksha; scrutinizes and approves technical proposals/estimates within delegated powers; supervises execution, quality and progress of works; verifies measurements and bills as prescribed; ensures compliance with technical specifications, procurement procedures and applicable rules.
11	Assistant Engineer	Provides technical assistance and supervision for civil works and infrastructure activities under Samagra Shiksha; prepares/ scrutinizes estimates and technical documents, supervises execution and quality of works, verifies measurements and assists in monitoring physical and financial progress in accordance with approved norms and technical standards.
12	Section Officer	Supervises the functioning of the assigned section; examines and processes files, proposals and correspondence; ensures maintenance of records and registers; assists in implementation of decisions and instructions; monitors disposal of cases and performs duties assigned by the competent authority.
13	Accounts Officer	Responsible for examination and maintenance of accounts and financial records; scrutinizes bills, vouchers and financial proposals; assists in budget and expenditure monitoring; prepares financial statements, reports and Utilization Certificates; ensures compliance with financial rules and audit requirements.
14	Accountant	Maintains books of accounts, ledgers, registers and other financial records; prepares bills, vouchers and statements; records receipts and expenditure; assists in bank reconciliation, budget monitoring, preparation of financial reports and submission of accounts for audit.
15	Resource Person	Provides technical and professional support in the assigned programme/component; assists in planning, training, development of resource materials, monitoring and evaluation; coordinates with field-level functionaries and provides technical inputs for effective implementation.
16	LDC	Performs clerical and ministerial duties including receipt and dispatch of correspondence, maintenance of files and registers, preparation of routine communications, data entry and record keeping; assists officers in day-to-day office work.
17	Office Assistant	Performs general office duties including movement and maintenance of files/records, receipt and delivery of documents, assistance in office arrangements, photocopying, dispatch and other duties assigned by the competent authority.
18	Data Entry Operator	Enters, updates, verifies and maintains data in prescribed computer systems and databases; assists in compilation of reports and statements;

		ensures accuracy and confidentiality of data and performs other computer-related duties assigned by the competent authority.
19	Computer Operator	Operates computers and related office equipment; performs typing, printing, scanning, data processing and digital documentation; assists in maintaining electronic records and provides routine technical support to office staff.
20	District Programme Officer	Coordinates and monitors implementation of Samagra Shiksha programmes at the district level; supervises assigned activities, coordinates with schools and field functionaries, monitors physical and financial progress, facilitates fund utilization and reporting, maintains district-level records and submits reports to the State Project Office.
21	Additional District Programme Officer	Assists the District Programme Manager/concerned District authority in the planning, implementation, coordination, supervision and monitoring of Samagra Shiksha programmes at the district level. Coordinates with Block/Cluster-level functionaries, schools and other stakeholders for effective implementation of approved interventions. Monitors physical and financial progress of programmes, assists in preparation and submission of reports, returns, statements and other information to the State Project Office, verifies and maintains programme-related records and data, facilitates implementation of training, capacity-building, infrastructure, inclusive education and other assigned interventions, and assists in monitoring utilization of funds and compliance with approved norms and guidelines. The ADPM shall exercise such administrative/financial powers as may be specifically delegated by the competent authority and shall perform any other duties assigned by the competent authority from time to time.
22	Special Teacher under IEDSS	Provides specialized educational support to Children with Special Needs (CWSN); assists in assessment, identification and educational planning; provides appropriate teaching and therapeutic/educational support within the scope of the post; assists regular teachers and schools in inclusive education; maintains relevant records and coordinates with parents, schools and concerned authorities.

3. The Procedure Followed in the Decision-Making Process, including channels of supervision and accountability.

[Section 4(1)(b)(iii)]

The decision-making process generally follows the prescribed administrative and financial procedures of the Government of Manipur and the Samagra Shiksha guidelines.

Channels of Supervision and Accountability

The general channel of supervision and accountability is:

Government of India / Ministry of Education



Government of Manipur / Department of Education (S)



State Project Director, Samagra Shiksha, Manipur



Additional State Project Director / Finance Controller / State-level Programme & Technical Officers



District Programme Manager/District Programme Officer and other District-level Officers



Block/Field-level Functionaries



Schools / Implementing Institutions / School Management Committees

The officers and employees are accountable to their immediate supervisory officers and, ultimately, to the competent authority in respect of the duties and responsibilities assigned to them.

Financial accountability is ensured through the Finance/Accounts Branch, internal checks, audit, utilization certificates, financial reporting and compliance with applicable financial rules. Programme accountability is ensured through monitoring, inspections, review meetings, MIS reporting, physical and financial progress reports and evaluation of programme outcomes.

4. The norms Set by it for discharge of its functions:

[Section 4(1)(b)(iv)]

The functions of Samagra Shiksha, Manipur are discharged in accordance with:

1. Samagra Shiksha Framework and Guidelines;
2. Annual Work Plan & Budget approved by the competent authority Project Approval Board (PAB);
3. Financial Management and Procurement manual for Samagra Shiksha;
4. Government of India guidelines and instructions;
5. Government of Manipur rules, orders and instructions;
6. Specific scheme/component guidelines issued from time to time.

5. Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions;

[Section 4(1)(b)(v)]

The following major documents are held / used for discharge of functions:

- Samagra Shiksha Framework;
- Project Approval Board (PAB) minutes/approvals;
- Financial Management and Procurement manual for Samagra Shiksha;
- Government of India instructions and guidelines;
- Government of Manipur rules and orders;

- General Financial Rules;
- Accounts and audit instructions;
- Right to Information Act, 2005;

6. A statement of the categories of documents that are held by it or under its control;

[Section 4(1)(b)(vi)]

The major categories of documents held by Samagra Shiksha, Manipur are given below:

1. Administrative files;
2. Establishment/service records;
3. Financial and accounting records;
4. Budget and expenditure records;
5. PAB approval/minutes;
6. Sanction orders;
7. Bills, vouchers and payment records;
8. Utilization Certificates;
9. Audit reports and audit-related records;
10. Programme implementation records;
11. RTI applications and replies;
12. Inspection and monitoring reports; and
13. Other records relating to implementation of Samagra Shiksha.

7. The particulars of any arrangements for consultation with/representation by, the members of public in relation to the formulation of its policy or implementation thereof;

[Section 4(1)(b)(vii)]

Samagra Shiksha, Manipur undertakes consultation and stakeholder participation, wherever applicable, in the formulation and implementation of programmes through:

- Schools and School Management Committees (SMCs);
- Teachers and teacher representatives;
- District-level authorities;
- Stakeholder consultations/workshops;
- Training programmes and orientation programmes; and
- Other forums prescribed under Samagra Shiksha guidelines.

8. 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 advice, 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;

[Section 4(1)(b)(viii)]

Various committees and institutional mechanisms are constituted for implementation, monitoring, supervision and advisory functions under Samagra Shiksha.

These may include:

- Governing Council.
- State Implementation Society/Executive Committee.
- District Board of Education.
- School Management Committees.

Whether meetings are open to the public: Generally, meetings are conducted in accordance with the applicable rules, guidelines and orders.

Accessibility of minutes: Minutes/decisions may be made available subject to applicable rules and provisions of the RTI Act.

9. Directory of Officers and Employees

[Section 4(1)(b)(ix)]

A current directory containing the following particulars may be maintained and published:

Sl. No.	Name of Officer/Employee	Designation	Contact No.
1	Ng. Bhogendra Meitei	State Project Director	8132953734
2	Anjali Chongtham	Additional State Project Director (Elementary)	8132066044
3	Khumukcham Renuka	Additional State Project Director (Secondary)	8794359084
4	Bobby Singh Moirangthem	Finance Controller	9436291774
5	Usham Rita	State Co-ordinator	9862233641
6	Jaya Kangjam	State Co-ordinator	9774208070
7	Kaphunsinpou Malangmei	State Co-ordinator	9856253385
8	K. Dhanabir	MIS Co-ordinator	7005033257
9	Th. Nixon	Executive Engineer	9436892439
10	Ph. Kameshwar	Assistant Engineer	9856238748
11	Briten	Accounts Officer	7005745629
12	Jotish	Accountant	8787341185
13	Kashila	Accountant	8974593909
14	Thokchom Govind Singh	UDC	9612036399
15	Bilasana	Office Assistant	9862309449
16	Ksh. Jotin Singh	Data Entry Operator	9856174823
17	L. Bishworjit Sharma	Data Entry Operator	7005582467
18	K. Lalit Singh	Data Entry Operator	9856432427
19	W. Meghachandra Singh	Data Entry Operator	9774269865
20	Banita Ningombam	Additional District Programme Officer	9774708816
21	Th. Lucy	Additional District Programme Officer	8729818998
22	L. Bijeta	Additional District Programme Officer	9856667354

23	L. Harimati	Additional District Programme Officer	9612291529
24	P. Pratibha	Additional District Programme Officer	9856237051
25	H. Chittaprakash	Additional District Programme Officer	9436021537
26	Gangmei Gaikungam	Additional District Programme Officer	9862484348
27	Hwan Sian Mawi	Additional District Programme Officer	8974612836
28	Mataishang	G-IV	8837309723
29	Ph. Ashok	G-IV	7005509946
30	L. Lindajit Sharma	G-IV	9856172009

Sl. No.	Name of employee	Designation	Remarks
	<u>Engineering Section</u>		
31	Th. Naresh Kumar Singh	EE	8974764538
32	L. Chandramani Singh	AE(Electrical)	9774495887
33	L. Mahindrakumar Singh	AE(Ccp)	
34	Samira Begum	AE(Bpr)	9856738189
35	H. Victoria Devi	AE(IW)	9774440762
36	K. Bembem Devi	SO(SPO)	9856115755
37	S. Saratchandra Singh	SO(Ccp)	
38	S. Brownson Singh	SO(IE)	7308342154
39	D. Landingmei	SO(IE)	
40	N. Kanchan Devi	SO(IW)	7005572194
41	L. Nirmala Devi	SO(IW)	7005924185
42	M. Babi Devi	SO(IW)	
43	Th. Mukander Singh	SO(Spt)	9436611921
44	S. Lanthaba Singh	SO(Tml)	9436419748
45	L. Janeshwori Devi	SO(Tbl)	
46	S. Matouleibi Devi	SO((Tbl)	
	<u>MIS Section</u>		
47	O. Amitkanta Singh	System Analyst	9856182780
48	Dhaneshwori Sinam	System Analyst	9856768053
49	Brajachand Singh	Special Teacher	7005616261
50	Th. Bijoy	System Analyst	9856458732
51	R.K. Joybi	System Analyst	
52	Ashalata	System Analyst	9366391548
53	Sadiyarani	System Analyst	7630834928
54	S. Bijoykumar Singh	DEO	8119943943
	<u>IED Section</u>		
55	Kamlalakshmi Chongtham	ST i/c. ASC (IE)	
56	H. Maria,	Special Teacher	7005606275

57	R.K. Bidyalaxshmi	Special Teacher	7085050992
58	Mona Mashangua	Special Teacher	8131018857
59	K. Rabita Devi	Special Teacher	7630965247
60	Jennifer	Special Teacher	
	<u>ASC Section</u>	-	-
61	P. Ronika Devi	District Programme Officer	<u>9862008705</u>
62	Ksh. Birmangol Singh	ASC	8730830923
63	Diana Thangjam	ASC	9089481711
64	Sonia Puyam	ASC	9774268698
65	H. Subharani	RP(RTE)	7005809440
66	L. Niranjana Devi	RP(RTE)	8798621150
	<u>Accounts Section</u>	-	-
67	Sananingthem Sharma	Sr. Accouts Officer	8974039011
68	K. Basanta Singh	Cashier	9378120569
69	Ushakiran Moirangthem	Sr. Auditor	9612155955
70	Sharmila Yanglem	Sr. Accountant	
71	Monica Nameirakpam	Accountant	9774436360
72	Ronica Mayanglambam	Accountant	8974212756
73	L. Nelson	DEO	9089487134
74	Ch. Shantikumar Singh	DEO	9862020538
	RECEIPT ISSUE SECTION		
75	Achong	Office Assistant	
76	H. Hemjit Singh	Office Assistant	7308001397
77	M. Ibomcha Singh	DEO	9856686286
	<u>District Accounts Section</u>	-	-
78	Samananda	Sr. Accountant	-
79	Subash	Sr. Accountant	-
80	S. Romeo Singh	Sr. Accountant	<u>8974645930</u>
81	H. Saraswati Devi	Sr. Accountant	
82	K. Lakshmirani Devi	Accountant(Cdl)	
83	Kh. Sangila	Accountant	
84	M. Imochandra Singh	Sr. Accountant	
	<u>Audit</u>	-	-
85	L. Laingam Singh	Sr. Auditor	6009133096
86	H. Premikanta	Accountant	
	<u>Resource Person</u>	-	-
87	N. Amme	Resource Person	9615873528
88	Joyshree Likmabam	Resource Person	9862153758
89	H. Leishembi Chanu	Resource Person	9774471449
90	H. Nomita Devi	Resource Person	8974340321
91	Neeksy Huidrom	Resource Person	7085738031
	Gr.IV		

92	Krishnananda Sharma	Gr.IV	9383237086
93	Ramkumar	Gr.IV	7005588560
94	W. Tanuja	Gr.IV, ASPD	
95	Ruhi	Multi Tasking staff	
96	Happyson	Multi Tasking staff	
97	Thoibi	Sweeper	

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

[Section 4(1)(b)(x)]

Pay and remuneration of officers / officials is according to Manipur Service (Revised Pay) Rules, 2019 and its amendments.

Sl. No.	Designation	Pay Scale
1	State Project Director	Cadre post of IAS. As per applicable Rules
2	Additional State Project Director	Cadre post of MCS. As per applicable Rules
3	Finance Controller	Cadre post of MFS. As per applicable Rules
4	State Co-ordinator	Rs. 9300 - 34800 + GP 4400
5	Senior Audit Officer	Rs. 9300 - 34800 + GP 4400
6	MIS Co-ordinator	Rs. 9300 - 34800 + GP 4400
7	Cashier	Rs. 9300 - 34800 + GP 4300
8	Assistant State Co-ordinator	Rs. 9300 - 34800 + GP 4300
9	System Analyst	Rs. 9300 - 34800 + GP 4400
10	Executive Engineer	Rs. 9300 - 34800 + GP 4400
11	Assistant Engineer	Rs. 9300 - 34800 + GP 4400
12	Section Officer	Rs. 5200 - 20200 + GP 2800
13	Accounts Officer	Rs. 9300 - 34800 + GP 4300
14	Accountant	Rs. 5200 - 20200 + GP 2800
15	Resource Person	Rs. 9300 - 34800 + GP 4300
16	UDC	Rs. 5200 - 20200 + GP 2800
17	Office Assistant	Rs. 5200 - 20200 + GP 1900
18	Data Entry Operator	Rs. 5200 - 20200 + GP 1900
19	Computer Operator	Rs. 5200 - 20200 + GP 2800
20	District Programme Officer	Rs. 9300 - 34800 + GP 4400
21	Additional District Programme Officer	Rs. 9300 - 34800 + GP 4300
22	Special Teacher under IEDSS	Rs. 9300 - 34800 + GP 4300
23	G-IV	Rs. 4400 - 7440 + GP 1300

11. The budget allocated to each agency of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

[Section 4(1)(b)(xi)]

The budget of Samagra Shiksha, Manipur is based on the approved Annual Work Plan & Budget (AWP&B), Project Approval Board approvals and subsequent sanctions/releases.

For the year 2025-26					
Amount (in lakhs)					
Sl. No.	Particulars	Approved budget	Releases received	Expenditure	Financial progress in %
1	Samagra Shiksha	51732.00	47000.00	45664.63	97%
2	PM SHRI	5792.70	5741.53	4677.07	81%
3	DAJUGA	5440.00	1640.00	1092.09	66%
4	PM JANMAN	350.00	350.00	220.00	62%
	Total	63314.70	54731.53	51653.79	94%

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

[Section 4(1)(b)(xii)]

Samagra Shiksha implements approved interventions and financial assistance programmes in accordance with the applicable guidelines, approved AWP&B and sanctions issued by the competent authority.

For the year 2025-26			
Sl. No.	Particulars	Details of beneficiaries	Approved amount (in lakhs)
1	Free Uniforms	Two sets of uniforms are provided to eligible children in Classes I–VIII, particularly girls and children belonging to SC/ST/BPL families in Government schools.	731.838
2	Free Textbooks	Provision of free textbooks for eligible children in Government and Government-aided schools.	399.93050

13. Particulars of recipients of concessions, permits or authorizations granted by it;

[Section 4(1)(b)(xiii)]

Samagra Shiksha, Manipur does not grant any concessions, permits or authorizations of the nature covered under this provision. Hence, no particulars of recipients are applicable.

14. Details in respect of the information, available to or held by it, reduced in an electronic form;

[Section 4(1)(b)(xiv)]

Information relating to Samagra Shiksha, Manipur may be maintained in electronic form through:

- Official website: <https://manipureducation.gov.in>
- Unified District Information System for Education Plus (UDISE).

- Online reports and dashboards.

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

[Section 4(1)(b)(xv)]

Citizens may obtain information relating to Samagra Shiksha, Manipur through Official website:

Library/Reading Room:

No separate library or reading room is maintained by Samagra Shiksha, Manipur specifically for public use.

16. The names, designations and other particulars of Public Information Officers.

[Section 4(1)(b)(xvi)]

Sl. No.	Particulars	Details
1	State Public Information Officer (SPIO/PIO)	a) Anjali Chongtham b) Khumukcham Renuka
2	Designation	Additional State Project Director (Elementary & Secondary) Samagra Shiksha, Manipur
3	Office Address	Office of the State Project Director, Samagra Shiksha, Manipur, Babupara, Imphal West – 795001
4	First Appellate Authority	Ng. Bhogendra Meitei
5	Designation	State Project Director, Samagra Shiksha, Manipur
6	Office Address	Same as above

17. Such other information as may be prescribed;

[Section 4(1)(b)(xvii)]

Shall be made available through the official website

18. Are important policies or decision which affect public, informed to them (Section 4(1) (c))

Official website, notices, circulars, office orders

19. Are reason for Administrative or quasi judicial decision taken, communicated to affected persons {section 4(1) (d)}

Yes, as applicable. No quasi judicial functions are assigned to Samagra Shiksha.

20. Dissemination of information widely and in such form and manner which is easily accessible to the public {section 4(4)}

Through Official website, media and social media platforms.

21. Transfer policy and Transfer Orders

As per State Government norms.

22. RTI Applications

Samagra Shiksha, Manipur, including the number of applications received, disposed of, rejected/denied, transferred, pending and appeals, wherever applicable, is maintained by the designated **Public Information Officer (PIO)**

23. Foreign/Domestic Tour of Minister/Officials

Details of domestic tour undertaken by officials in connection with Samagra Shiksha are maintained in the relevant official files.