

SUO MOTU DISCLOSURES

(As Per Section – 4(1)(b) of the RTI Act, 2005)

**SECRETARIAT: ART & CULTURE DEPARTMENT
GOVERNMENT OF MANIPUR**

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PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur.

Proactive Disclosure under Section 4(1)(b)(i): the particulars of its organization, functions and duties:

- A) The Department of Art & Culture became an independent Department in the year 1990 and the section of Secretariat: Art & Culture Department is located at Secretariat North Block, Ground Floor, Room No.10, Imphal -795001 , Manipur.

Office Timings:

- (a) **Summer** (March to October) From 9:00 AM to 5:30 PM
(b) **Winter** (November to February) From 9:00 AM to 5:00 PM

- B) The Directorate office is located at Palace Compound and has 09 (nine) subordinate offices and 4 (four) Societies/ Board etc. and Manipur University Culture under the Department of Art & Culture.

I. SUBORDINATE OFFICES:

1. Directorate of Art and Culture & BOAT
2. Government Dance College
3. Manipur State Archives
4. Manipur State Museum
5. Manipur State Archaeology
6. State Central Library, District Libraries & Sub-District Libraries
7. Shri Shri Balmukunda Dev Music College
8. I.N.A. Martyrs' Memorial, Moirang
9. Imphal Art College

II. GOVERNMENT UNDERTAKING / INSTITUTIONS SOCIETY/UNIVERSITY :

1. Manipur State Kala Akademi
2. Manipur State Film Development Society
3. Kangla Board
4. Manipur State Film & Television Institute
5. Manipur University of Culture.

The business allocation, under Business of the Government of Manipur (Allocation) Rules, 2009 for Art & Culture Department are:-

- All matters relating to Museum.
- All matters relating to INA memorial.
- All matters relating to Archaeology.
- All matters relating to State Kala Akademi.
- All matters relating to Music College.
- All matters relating to Dance College.
- All matters relating to State Archives
- All matters relating to MFDC
- All matters relating to Art & Culture.
- All matters relating to Central Library and District Libraries.
- All matters relating to Dance, Music, Theatre, Literature and Fine Arts Institution.

PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur

Proactive disclosure under section 4(1)(b)(ii): the power and duties of its officers and employees:

| Sl. No. | Designation | Power & Duties |
|---------|--|---|
| 1. | Spl. Commissioner (Art & Culture) | He is the administrative/official head of the Department |
| 2. | Deputy Secretary (Art & Culture) | To assist the Administrative Secretary in discharging his duties. |
| 3. | Section Officer (Art & Culture) | To assist the Deputy Secretary (Art & Culture) and supervising the staffs of Art & Culture Section |
| 4. | Senior Secretariat Assistant (Art & Culture) | To assist Section Officer (Art & Culture) & Deputy Secretary (Art & Culture) |
| 5. | Group D | To assist Section Officer (Art & Culture) in discharging their duties and maintain cleanliness etc. |

PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur

A. Proactive disclosure under Section 4(1)(b)(iii) : Procedure followed in the decision making process, including channels of supervision and accountability,

CHANNEL OF SUBMISSION OF FILES.

Administrative and Financial matters are dealt as per the Government of Manipur Guidelines, Rules and Regulations and Office procedure issued from time to time.

A Chart showing channels of supervision and accountability generally followed is shown as below:-

| Sl. No | Type of Cases | Level of Final Disposal | Channel of submission. |
|--------|------------------------------|---|--|
| 1. | Foreign Travels | Administrative Department and Finance Department | DA/SO/DS/Adm. Secy./Concerned Minister |
| 2. | Framing of recruitment Rules | Administrative Department and Department of Personnel | DA/SO/DS/Adm. Secy./Concerned Minister |
| 3. | GPF/Medical reimbursement | Administrative Department | DA/SO/DS/Adm. Secy. |
| 4. | Purchase of Vehicles | Administrative Department and Finance Department | DA/SO/DS/Adm. Secy./Concerned Minister |
| 5. | RTI matters | Administrative Department | SPIO/ Appellate authority in case of 1st appeal. |
| 6. | Cultural Programme /Events | Administrative Department | DA/SO/DS/Adm. Secy./Concerned Minister |
| 7. | Annual Administrative Report | Administrative Department | DA/SO/DS/Adm. Secy./Concerned Minister |

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive disclosure under *Section 4(1)(b)(iv)* ; Norms set by for discharge of functions.

Information sought under RTI Act, 2005 is furnished to the applicants directly or transfer to the relevant office or sub-offices as early as possible within the frame of the RTI Act, 2005.

- A. For administrative functions, norms, rules and guidelines issued by the State Government from time to time are followed for discharging the function.

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive disclosure under *Section 4(1)(b)(v)*: Rules, Regulations, and instructions, manuals and records held by it or under the control or used by employees for discharging functions.

- 1. The Manipur Ancient and Historical Monuments and Archeological Sites and Remains Rules, 1979.**
- 2. Kangla Board Act, 2004**
- 3. Manipur Cine Commission ,2020**
- 4. Allocation of Business Rules, 2009, Rules and Regulations issued/adopted by the State Government from time to time.**
- 5. Chief Minister Artistessingi Tengbang**
- 6. Kaina Temple Board Act,2023**

PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur

Proactive Disclosure under Section 491)(b)(vi) : a statement of the categories of documents that are held by it or under its control,

| Sl. No | Subject | Type of document/ Files / Register Vouchers |
|--------|---|---|
| 1 | The Manipur Ancient and Historical Monuments and Archeological Sites and Remains Rules, 1979 | Physical |
| 2 | Kangla Board Act,2004 | Physical |
| 3. | Manipur State Cine Policy | Physical |
| 4. | Chief Minister Artistessingi Tengbang | Physical |
| 5. | Files relating to various subjects | Physical/e-office |
| 6. | Kaian Temple Board Act,2023 | Physical |

PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur

Proactive Disclosure under Section 4(1)(b)(vii): the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof:

Visitors Timing in Secretariat Art & Culture, Government of Manipur:

Monday to Friday from 11:00 AM to 1:00 PM

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive Disclosure under Section 4(1)(b)(vii i) A statement of 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.

(a) The Kangla Fort Board has been renamed as Kangla Board. The Board was constituted by the Government of Manipur to oversee the administration and development of the Kangla Fort under the Kangla Fort Act, 2005. The Board is headed by the Chief Minister of Manipur as the President. The Commissioner, Art & Culture functions as the Member Secretary of the Board and various other expert members.

(b) The Manipur State Kala Akademi (MSKA) was established in 1972. The Akademi is an autonomous body registered under the Society Registration Act, 1860. The main aims and objects of Manipur State Kala Akademi are (i) to promote research in the field of Music, Dance, Drama, Literature, Archives and Fine Arts; and (ii) to co-operate with similar institutions for the furtherance of its objects and for enrichment of Manipuri Culture. Several Sub-Committees are formed to advise on the actions plans, programmes and activities to be carried out in the promotion of Art and Culture

(c) Manipur State Film Development Society (MSFDS) was registered on the 26th February 2015 under the Manipur Society Registration Act 1989. The Manipur State Film Development Society (MSFDS) is the successor to the erstwhile Manipur Film Development Council. Under it, Manipur Cine Commission has representatives from Film Bodies, Societies, and also includes Producer, Director and Film maker so as to advice the Government in formulating policies and programmes relating to promotion of Film Industry.

PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur

Proactive Disclosure under Section 4(1)(b)(ix): Directory of its officers and employees,

| Sl. No. | Name & Designation | Designation | Mobile No. | Email ID |
|---------|-----------------------|--|------------|--|
| 1. | M. Joy Singh | Spl. Commissioner (Art & Culture) | 9436204463 | joymongjam@yahoo.com |
| 2. | Sunanda Thokchom | Deputy Secretary (Art & Culture) | 9615867056 | thokchomsunanda706@gmail.com |
| 3. | Kh. Brojeshori Devi | Section Officer (Art & Culture) | 9856404414 | kh.brojeshori@manipur.gov.in |
| 4. | Y. Roger Singh | Senior Secretariat Assistant (Art & Culture) | 8729856977 | roger.yeng@manipur.gov.in |
| 5. | S. Keshorchand Sharma | Senior Secretariat Assistant (Art & Culture) | 9612274885 | chand.sija@manipur.gov.in |
| 6. | N. Athoisana Devi | Group-D | 9366427206 | |

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive Disclosure under *Section 4(1)(b)(x)*: Monthly remuneration received by its officers and employees,

| Sl. No. | Designation | Pay Level | Pay Band (Rs) |
|---------|--|-----------|---------------|
| 1. | Commissioner (Art & Culture) | 14 | 144200-218200 |
| 2. | Deputy Secretary (Art & Culture) | 13 | 67700-208700 |
| 3. | Section Officer (Art & Culture) | 9 | 43300-137100 |
| 4. | Senior Secretariat Assistant (Art & Culture) | 6 | 29200-92300 |
| 5. | Group-D | 1 | 15700-50000 |

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive Disclosure under *Section 4(1)(b)(xi)* The Budget allocated to each agency, including of all plans, proposed expenditure and reports on disbursements made

The Budget for the Art & Culture will be under Grant No.41 - Art & Culture.

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

1. **Proactive Disclosure under Section 4(1)(b)(xii) : Manners of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

Chief Minister's Artistessing Tengbang (CMAT) has been implemented for financial assistance to the artistes. A budget of Rs.600 lakhs has been provided in the Budget and the beneficiaries are selected by a Screening Committee headed by Administrative Secretary (Art & Culture) and details are uploaded in the website **artnculturemanipur.gov.in**

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive Disclosure under *Section 4(1)(b)(xii|i)* : Particulars of recipients of concessions, permits or authorizations granted.

Not applicable

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive Disclosure under *Section 4(1)(b)(xiv)* Details of Information available in electronic form,

Draft Recruitment Rules, Recruitment Notice/Advertisement, Chief Minister Artistessingi Tengbang Application Notice and selected beneficiaries, Manipur State Cine Policy are uploaded in the Department's website i.e artnculturemanipur.gov.in

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

**Proactive Disclosure under *Section 4(1)(b)(xv)* :Particulars of facilities available to
citizens for obtaining information**

Facilities for filing RTI and providing information can be availed at the following address; applications can be submitted during office hours through post or by hand:

Room#10,
Art & Culture Section, New Secretariat
Manipur Secretariat, North Block,
Manipur – 795001

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive Disclosure under Section 4(1)(b)(xvi) : Name, Designations and other particulars of the Public Information Officers,

| Sl. No. | Name of the Department/Office | First Appellate Authority | State Public Information Officer (SPIO) | Asst. Public Information Officer (APIO) |
|---------|---------------------------------------|---|---|---|
| 1. | Secretariat: Art & Culture Department | Shri M. Joy Singh, Spl. Commissioner (Art & Culture), Govt. of Manipur. | Sunanda Thokchom, Deputy Secretary | |

**PROACTIVE DISCLOSURE ON RTI ACT 2005,
Secretariat: Art & Culture Department, Government of Manipur**

Proactive Disclosure under *Section 4(1)(b)(xvii)* : Other Information

NIL