

**ANNEXURE A**

**DISCLOSURE UNDER SECTION 4 OF RTI ACT  
(IN RESPECT OF SERICULTURE DEPARTMENT, MANIPUR SECRETARIAT)**

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**1. The particulars of its organisations, functions and duties;**

Sericulture Department located in Manipur Secretariat Mantripukhri, Imphal East, Manipur, 795002 is the administrative Department overlooking the following transaction of business under the Government of Manipur:-

- (i) Matters relating to technical Support and Motivational Inputs to Sericulturists for Sericulture Department.
- (ii) All matters relating to:-
  - a. Popularisation of Sericulture as a means of earning and employment generation.
  - b. Matters relating to legalisation of silk worm egg production, e.g seed quarantine and expansion of silk worm food plants cultivation.
  - c. Extension programmes for demonstration and manufacturing silk reeling and spinning and follow up action.
  - d. Research and Development of Sericulture.
  - e. Production of Silk Yarn, dress materials and furnishing and export and import of the same.
  - f. Conservation of environment relating to Sericulture activities.
  - g. Expansion of Sericulture and its related activities in the state.

**2. The powers and duties of its officers and employees;**

All matters requiring consideration, sanctions and approval of the Administrative Department of Sericulture, Manipur Secretariat for business allocated under the Department.

**3. The procedure followed in the decision-making process, including channels of supervision and accountability.**

Currently during the year 2026, the Administrative Department of Sericulture, Manipur Secretariat consists of the following officials, officers and staff in the hierarchy for Supervision and accountability:

1. Hon'ble Chief Minister also in-charge of Minister of Sericulture.
2. Commissioner-cum-Secretary
3. Joint Secretary
4. Section Officer
5. Secretariat Assistant
6. Grade IV

**4. The norms set by it for the discharge of its functions;**

As per general instructions provided under Delegation of Financial Powers Rules set by Finance Department, OM's issued by Finance Department regarding tender procedures etc., various recruitment and Service RR issued by Department of Personnel and general Office Procedure.

**5. The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging its functions;**

None other than general rules and regulations etc. issued by Finance Department, Department of Personnel etc.

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

- (1) ADMN-Administration -
  - i. Appointment
  - ii. Service Matter
  - iii. Establishment
- (2) Misc- Miscellaneous
- (3) POC- Policy -
  - i. Parliament/ Assembly
  - ii. Reports
- (4) SChP- Schemes/projects -
  - i. NERTPS- ISDP valley
  - ii. NERTPS- ISDP hill
  - iii. NERTPS- Eri Spun Mill
  - iv. NERTPS
  - v. RKVY
  - vi. Others

**7. The particulars of any arrangement that exists for consultation with, or representation by, the manners of the public in relation to the formulation of its policy or implementation thereof;**

Nothing in particular. Accessible to public during office hours and entry to Manipur Secretariat as regulated by the General Administrative Department, Government of Manipur.

**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;**

Not applicable.

**9. A directory of its Officers and employees;**

- 1) Hon'ble Chief Minister also in-charge of Minister of Sericulture.
- 2) Commissioner-cum-Secretary
- 3) Joint Secretary
- 4) Section Officer
- 5) Secretariat Assistant
- 6) Grade IV

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

- |    |                            |                                  |
|----|----------------------------|----------------------------------|
| 1) | Commissioner-cum-Secretary | – Level 14 of Central pay matrix |
| 2) | Joint Secretary            | - Level 13 of Manipur ROP 2019   |
| 3) | Section Officer            | - Level 9 of Manipur ROP 2019    |
| 4) | Secretariat Assistant      | - Level 5 of Manipur ROP 2019    |
| 5) | Grade IV                   | - Level A of Manipur ROP 2019    |

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

Demand No. 39 - Sericulture	
2851- Village and Small Industries ( Voted)	2566.85 lakhs
4851- Capital Outlay on Village and Small Industries ( Voted)	80.00 lakhs
<b>Total- Demand No. 39 (Voted)</b>	<b>2646.85 lakhs</b>

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

Through the Directorate of Sericulture, Sangaipat and its subordinate offices across districts in Manipur.

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

Not applicable.

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

With the adoption of e-office all files are digitized.

**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.**

None.

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

Name of Administrative Unit	State Public Information Officer (SPIO)	Assistant State Public Information Officer (ASPIO)
Secretariat: Sericulture Department	Under Secretary (Sericulture)	Under Secretary (Sericulture)

**17. Such other information as may be prescribed ;and thereafter update these publications every year.**

Not applicable.