

PROACTIVE DISCLOSURE ON RTI ACT 2005
General Administration Department, Manipur Secretariat

Proactive Disclosure under Section 4(1) (b) (xv): Facilities for Citizens for obtaining information:

1. **Facilities for filing RTI** and providing information can be availed at the following address Applications can be submitted through post or by hand:
Room#206,
General Administration Department Section,
Manipur Secretariat,
South Block,
Babupara, Imphal,
Manipur – 795001

2. **Submission of RTI Applications through hand** : can be submitted at the above address during
 - (i) Working hours (Monday to Friday) from 9:00 AM to 5:30 PM Summer (March to October) and from 9:00 AM to 5:00 PM Winter; and

 - (ii) **At the Reception Counter, Main Gate** of Manipur Secretariat, South Block, Babupara, Imphal, Manipur – 795001 on Saturdays, Sundays and General/Public holidays from 10:30 AM to 4:00 PM.

1569

GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Imphal, the 26th March, 2022

No.15/3/2022-GAD: In pursuance to the State Cabinet decision taken on 22nd March, 2022, the Governor of Manipur is pleased to declare 5-day Working Week (Monday to Friday) for all Offices/Agencies/Bodies/Public Sector Undertakings under the State Government of Manipur with effect from 01/04/2022, except for vacation Departments.

2. Henceforth, the working hours from Monday to Friday for all Offices/Agencies/Bodies/PSUs under the State Government of Manipur shall be as below:

- i) Summer (March to October) : From 9:00 AM to 5:30 PM
(Lunch break from 1:00 PM to 1:30 PM)
- ii) Winter (November to February) : From 9:00 AM to 5:00 PM
(Lunch break from 1:00 PM to 1:30 PM)

3. Further, School hours will start at 8:00 AM in all State Government/Aided/Private Schools across the State from Monday to Saturday. The Department of Education (Schools) will decide and fix length of School hours separately for various levels.

4. Departments dealing in essential services will work out roster system for employees for non-working days to ensure non-disruption of essential services.

By orders & in the name of the Governor,


(Sunanda Thokchom)

Deputy Secretary to the Government of Manipur

Copy to:

- 1) Secretary to Hon'ble Governor, Manipur
- 2) Secretary to Hon'ble Chief Minister, Manipur
- 3) PPS to all Hon'ble Ministers, Manipur
- 4) Staff Officer to Chief Secretary, Government of Manipur
- 5) Staff Officer to Director General of Police, Manipur
- 6) PS to Additional Chief Secretary (GAD), Government of Manipur
- 7) PS to All Administrative Secretaries, Government of Manipur
- 8) The Commissioner (Edn-S), Government of Manipur - with a request to issue necessary Order as per Para 3 above.
- 9) Accountant General, Imphal
- 10) Secretary, Legislative Assembly, Manipur
- 11) All Heads of Departments/Offices, Manipur
- 12) All Deputy Commissioners, Manipur
- 13) Deputy Registrar, High Court of Manipur
- 14) Director, Information and Public Relations - *for wide publicity.*
- 15) Director, Printing and Stationery - *for publication in the Extra Ordinary Gazette.*
- 16) Director, DDK, Imphal
- 17) Chairman, Imphal Municipal Council, Imphal
- 18) Website Manager, DIT - *for uploading in the Government Website.*
- 19) Asst. News Editor, AIR Imphal - *for kind inclusion in the local News Reels of all dialects of Manipur.*
- 20) Guard File