

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

**Proactive Disclosure under Section 4(1) (b) (v):** the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

Sl. No.	Subject	Where available
1.	Allocation of Business Rules 2009	Not available on website
2.	Room rent and guidelines for reservation for Manipur Bhavans <b>"Online Room inventory of Bhavans"</b>	On website <i>(on trial basis)</i> w.e.f. 1 <sup>st</sup> September, 2024
3.	Reservation of Manipur Bhavans	On website <i>(on trial basis)</i> w.e.f. 1 <sup>st</sup> September, 2024 Application in plain paper addressed to Deputy Secretary/GAD should be submitted along with Adhaar/ID and Contact number.
4.	Entitlement of Office furniture and equipment	Not available on website
5.	Entitlement of IT Device	Not available on website
6.	Entitlement of Newspapers and Magazines <i>(Joint Secretary level and above)</i>	Not available on website
7.	E- Gazette application : <b>"Digitization &amp; e-Archiving of Manipur Gazettes"</b> w.e.f. 26.02.2024	<a href="http://www.egazette.mn.gov.in">www.egazette.mn.gov.in</a>
8.	Online Inventory management System of GAD, Manipur Secretariat	<a href="http://manipurtemp12.nic.in">http://manipurtemp12.nic.in</a> w.e.f. 01.04.2024
9.	Manipur State Guest House Accommodation Rules, 1989 and Amendment Rules, 2006	Not available on website
10	Manipur State Guest Rules vide Rule dated 09.06.1995	Not available on website
11	Entitlement of vehicles to Ministers, Chairpersons, Members of Parliaments (MP) and Government Officers (from Secretary level)	Maintains in Log book as per GAD's OM No. 34/4/98, dated 31. 07.2020
12	Orders issued for every State Guest	Maintains in File.
13	Repair. Renovation and IEI works of CM Sectt & Bungalow and Manipur Sectt. Premises to be carried out by PWD as per GD's OM dated 12.08.2024	Not available on website