

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

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

The General Administration Department (Manipur Secretariat) is the Nodal Department entrusted to it by the Government of Manipur (Allocation of Business) Rules, 2009 with the task of providing clerical and support staff to various offices/sections of various departments in the Manipur Secretariat.

General Administration Department is responsible for providing and maintaining office premises, conveyance to officials of various departments and other necessary arrangements etc. GAD also provides service for arrangement and carrying out of all important National & State level functions held in the state of Manipur in co-ordination with various departments and State Guests.

It facilitates internal harmony among the various departments and consolidates various policies and programs of the government, formulating draft of bills, declaration of calendar year of Government functions and holidays, formulation of rules and regulations of the governmental matters etc.

Secretariat offices assists in decision-making in Government by ensuring Inter-Ministerial coordination, ironing out differences amongst Ministries/Departments and evolving consensus through the instrumentality of the standing/adhoc Committees of Secretaries.

The Minister-in-charge who is primarily responsible for the disposal of the Business pertaining to the department as per Rule 8 of the "Rules of Business of the Government of Manipur". The Administrative Secretary is the Head of Department.

The Records & Library Section of the Manipur Secretariat plays a crucial role in the management and preservation of governmental documents and historical records. Its primary functions include collection, organization, and maintenance of official documents, ensuring they are accessible to government officials and staff. A key responsibility is the conservation and digitization of important and old documents, particularly those dating back to the time of the Manipur Darbar, which hold significant historical and administrative value. Through digitization, with an aim to protect these documents from deterioration and make them more accessible for research and administrative use. Additionally, the section ensures proper archival practices, systematically managing records for long-term preservation and reference.

The business allocation, under Business of the Government of Manipur (Allocation) Rules, 2009, for the General Administration Department are:

- All matters relating to Secretariat Establishment and Administration.
- All matters relating to Protocol, Warrant of Precedence etc.
- All matters relating to Records and Library of Secretariat.
- All matters relating to Government Oil Depot & of POL, HSD
- All matters relating to the Stationery Department, including Printing and Stationary.
- State Guest VIP visits.
- Telephone Services in the Cabinet Ministers and Bureaucrats of the State.
- State Guests House, Sanjenthong, Imphal including State Guest VIP Visits.
- Manipur Bhawans (a) New Delhi, (b) Kolkata and (c) Guwahati and (d) Shillong, Meghalaya.

ORGANISATION CHART

