

## PROACTIVE DISCLOSURE ON RTI ACT 2005

### General Administration Department, Manipur Secretariat

**Proactive Disclosure under Section 4(1)(b)(iii)** : the procedure followed in the decision making process, including channels of supervision and accountability:

#### CHANNEL OF SUBMISSION OF FILES:

Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
1.	Entitlement of furniture and office equipment	Administrative Department <b>GAD (Store)</b>	DA/SO/US/DS/JS/Adm. Secy
2.	Official entitlements (e.g. accommodation, telephones, vehicles, foreign tours, air travel)	Admin. Deptt ( <b>GAD &amp; Finance</b> )	DA/SO/US/DS/JS/Adm. Secy
3.	Official entitlements (e.g. accommodation)	Administrative Department ( <b>Works</b> )	DA/SO/US/DS/JS/Adm. Secy
4.	Entitlement/Purchase of Govt. Vehicles	Administrative Department ( <b>GAD Welfare</b> )	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
5.	Matters relating to National Flag, National Emblem, National Anthem and State Emblem	Administrative Department( <b>GAD Welfare</b> )	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
6.	Foreign tours/travel /Foreign Air Travel	Department of Personnel + Finance Department	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
7.	Medical Entitlement.	Admin Department + Finance Department	DA/SO/US/DS/JS/Adm. Secy
8.	Holiday	Administrative Deptt. <b>GAD (Records &amp; Library)</b>	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
9.	Government complexes at various places	Admin Deptt & Concerned District Administration	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
10.	Special Casual Leave	Administrative Department	DA/SO/US/DS/JS/Adm. Secy
11.	Statues and Memorials	Administrative Department ( <b>Art &amp; Culture</b> )	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
12.	All matter pertaining to elections, including State Election Commission	<b>CEO, SEC, Manipur</b>	-
13.	Warrant of Precedence	Administrative Department ( <b>GAD/ESst</b> )	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister

14.	Manipur Information Commission	Administrative Department ( <b>AR</b> )	DA/SO/US/DS/JS/Adm. Secy
15.	Transaction/Allocation of Business under Govt. of Manipur	Adm Deptt ( <b>Cabinet &amp; Confidential</b> )	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
16.	District Administration	Administrative Department( <b>Revenue</b> )	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
17.	Creation of District and Sub-Division	Administrative Department ( <b>Revenue</b> )	DA/SO/US/DS/JS/Adm. Secy/concerned Minister/ Cabinet
18.	State Guest House, Circuit House and CM Secretariat & Bungalow.	Administrative Department	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
19.	Allotment, Maintenance and Furnishing of General Pool Government Quarters	Administrative Department	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister/Concerned Minister
20.	Annual Administration Report	Administrative Department <b>All Departments</b>	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
21.	Regulation of flying drones/ Unmanned Aerial Vehicles (UAVs) and the Licensing Authority for Drones/UAVs	Administrative Department ( <b>Home</b> )	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
22.	Ceremonial functions including celebration of Republic Day/ Independence Day	Administrative Department <b>GAD &amp; Home</b>	DA/SO/US/DS/JS/Adm. Secy
23.	Manipur Bhawan and Offices outside Manipur	Administrative Department <b>GAD(Estt)</b>	DA/SO/US/DS/JS/Adm. Secy//Concerned Minister
24.	Creation, Reorganization and Amalgamation of Department(s)	District Administrations, Admin Deptt with the <u>approval of State Cabinet</u>	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
25.	State Mourning and Obituary	Admin Deptt <b>GAD(Records &amp; Library)</b>	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
26.	Requisition of Helicopter and matters relating to helipad. Air communication between Manipur and other places	Administrative Department ( <b>Transport</b> )	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
27.	Protocol & Hospitality	Administrative Department <b>GAD(Welfare) &amp; Home</b>	DA/SO/US/DS/JS/Adm. Secy/Concerned Minister
28.	Government Complexes at various places	Administrative Department, <b>MBs</b>	DA/SO/US/DS/JS/Adm. Secy