

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

**Proactive Disclosure under Section 4(1) (b) (iv):** the norms set by it for the discharge of its functions:

1. Information sought under RTI Act, 2005 is furnished to the applicants as early as possible within the frame of the RTI Act, 2005.
2. Appeals and complaints are taken up on the basis of first come first serve basis.