

SUO-MOTU DISCLOSURE UNDER SECTION 4(1) (b) OF RTI ACT, 2005

1. Section 4(1)(b)(I): Particulars of organization, functions and duties

The Department of Finance is divided into different Sections/Wings/Branches. The Department has been entrusted with the following functions by the Business of the Government of Manipur (Allocation) Rules, 2009:

- (i) Matters relating to Budget and allied matters
- (ii) Matter relating to the Audit & Accounts, including audit of local bodies and Government Companies/Corporations
- (iii) Matters relating to Taxation
- (iv) Matters relating to the Control of expenditure including delegation of financial powers
- (v) Matter relating to the scrutiny of proposals having financial implications, including State Guarantee, loans taken by the State Government
- (vi) Advice on financial matters
- (vii) Matters relating to Economy Measures and Economy Board
- (viii) Matters relating to Pay and Allowances of State Government employees
- (ix) Matters relating to Banking and Institutional Finance
- (x) Matter relating to Agricultural and income Tax
- (xi) Matters relating to financial position of the State
- (xii) Matters relating to R.B.I
- (xiii) (a) Matters relating to Finance Commission
(b) Matters relating to State Finance Commission
- (xiv) Matters relating to release of funds towards relief on account of Natural Calamities
- (xv) Matters relating to Promotion of Small Savings
- (xvi) Lotteries including organization of State Lotteries
- (xvii) Matters relating to Excise
- (xviii) Matters relating to the following establishments:
 - (a) Directorate of Treasuries and Accounts
 - (b) Directorate of Local Fund Audit
 - (c) Directorate of Small Savings
 - (d) Office of the Commissioner of Taxes
 - (e) Office of the Commissioner of Excise
 - (f) Directorate of Lotteries
 - (g) Directorate of Institutional Finance
 - (h) Finance Commission Cell

(xix)Matters relating to the following Acts and Rules/Regulations made thereunder: -

- (a) The Manipur Professions, Trade, Callings and Employment Taxation Act, 1981
- (b) The Assam Amusement and Betting Tax Act, 1939 as Extended in Manipur
- (c) The Manipur Local Fund Audit Act,1976
- (d) The Central Sales Tax Act,1956
- (e) The Manipur Value Added Tax Act, 2004
- (f) The Manipur Public Servants' Personal Liabilities Act, 2005
- (g) The Eastern Bengal & Assam Excise Act, 1910 as extended to Manipur
- (h) The Manipur Liquor Prohibition Act, 1991
- (i) The Manipur Tax on Luxuries (Hotels and Lodging Houses) Act, 2000
- (j) The Manipur Fiscal Responsibility & Budget Management Act,2005
- (k) The Manipur Ceiling on State Government Guarantee Act, 2004

(xx)Directorate of Management Information System

- (a) Creation, maintenance and updating of the Manipur Government Employees List (MGEL) now called the Computerization of Personnel Information System (CPIS)
- (b) Creation, maintenance and updating of the pensioners database in consultation with the Directorate of Treasuries and the Office of the Accountant General, Manipur
- (c) Developing, establishing and managing a computerized system for automation of Finance Department and its functions e.g. budget preparation, fund authorization, Letter of Credit, Cheque Drawal Authority, fund allotment and monitoring of expenditure sanctions.

2. Section 4(1)(b)(ii): Powers and duties of its officers and employees

Functions of Finance Department is distributed among different Sections/Wings/Branches as detailed below:

Sections/Wings/Branches	Activities
Expenditure	Financial Powers and Delegation thereof and declaration of Drawing and Disbursing Officer (DDO) To examine expenditure and related proposals from Administrative Departments for concurrence of Finance Department. Matter related to Tenders GeM purchases approval and exemption

Budget	Preparation of State Budget Estimates including Supplementary/Excess Grants. Contingency Fund of the State and administration of the Contingency Fund. Monitoring of the budget position of the State Government. Authorization for expenditure under CSS Re-appropriation of funds Laying of Finance Acts, Appropriation Acts, Audit Reports (CAG) before the State Assembly. PAC Matters
Resource	Fiscal Management and Fiscal Reforms Expenditure Management Mobilization of Financial Resources Debt Management Management of Cash Balance Government Accounts & Record Economy Measures Loans and Advances and negotiated loans and Consolidated Sinking Fund and Guarantee Redemption Fund FRBM Act RBI matters
Finance Commission	Submission of Memorandum for Finance Commission of India State Finance Commission Implementation of Recommendation of Reports of Finance Commission of India & State Finance Commission
Pay Implementation Cell	Pay & Allowances, Pay Anomaly of various Departments, Revision of Pay, Various representations on Pay matters, Fixation of Pay, Pension matters, Upgradation of Pay Scales

3. Section 4(1)(b)(iii): Procedure followed in the decision making process including channels of supervision and accountability

Generally guided by extant Financial Rules and Government Orders (issued from time to time) such as GFR, DFPR, CTR, CPWD Manual/Code, O.M. etc.

All cases are generally initiated by respective Dealing Assistant in Section/Branch/Wing and submitted to Section Officer, Under Secretary,

Deputy Secretary, Joint Secretary, Additional Secretary/Special Secretary/Secretary/Commissioner/Principal Secretary/Additional Chief Secretary/ Minister as per the requirement on case to case basis.

4. Section 4(1)(b)(iv): Norms for the discharge of functions

The norms set by the Government in the Business of the Government of Manipur (Allocation) Rules, 2009.

5. Section 4(1)(b)(v): Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

General Financial Rules, 2017 (as adopted by the State Government), Central Treasury Rules (as adopted by the State Government), Budget Manual, Delegation of Financial Powers Rules, 1995, CPWD Manual & Accounts Code (as applicable), O.M. & Orders etc.

6. Section 4(1)(b)(vi): Statement of the categories of documents that are held by it or under its control

All documents relating to the business allocated to this department as per the Business of the Government of Manipur (Allocation) Rules, 2009 are held.

7. Section 4(1)(b)(vii): The particulars of any arrangement that exists for constitution with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

At the level of Finance Department, there are no such arrangements at present.

8. Section 4(1)(b)(viii): A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice

Sl. No.	Name of Boards, Councils, Committees etc.	Powers & Functions
1.	Screening Committee <i>on bona-fide</i> foreign travel	All proposals for <i>bona-fide</i> foreign travel on Government expenditure will be placed by the Administrative Department before the Screening Committee and thereafter the recommendations of the Committee shall be placed before the Hon'ble

		Chief Minister for his approval.
2.	Public Investment Board	Investment proposals involving any Project/scheme other than those taken up under a CSS or any other 100 % centrally -funded schemes which are above Rs. 3,00,00,000/- (three crore) shall be placed before the Public Investment Board.
3.	Economy Board	No orders of sanction amounting to Rs. 50,000/- and above should be issued in respect of the following items of expenditure unless the approval of the Economy Board has been obtained: Air conditioner, luxury fittings to the vehicles, Purchase of new vehicles/machineries/ bulldozers, Electric typewriters, dedicated word processors, intercom equipment, generating set, duplicating machine, photo copier, etc., costly furniture including carpets, luxurious chairs.
4.	Committee of Officers	The consolidated pay/remuneration on contract basis shall be drawn on the basis of the Agreement to be entered between the person to be engaged and the appointing authority concerned only after obtaining the approval of the Committee of Officers for such engagement.
5.	High Powered Committee constituted under Manipur Public Servants' Personal Liability Act, 2006	The Committee shall have the powers to enquire into and decide on the following

		matters: I. Irregular action of a public servant II. Quantum of unauthorized liability recoverable from the public servant III. Amount of financial liability recoverable from the public servant IV. Fixing the financial liability of the irregular action on and apportioning the liability amongst one or more public servant(s) V. Manner of recovery of the financial liability VI. Any other relevant matter not mentioned above
--	--	---

9. Section 4(1)(b)(ix): Directory of officers and employees

Please see list of Officers (***Annexure-I***).

10. Section 4(1)(b)(x): Monthly remuneration received by officers and employees, including the system of compensation as provided in its regulations

Officers and employees are being paid monthly remuneration in their respective Level of the pay matrix as per 7th Central Pay and as modified and extended to the employees under the State Government as below:

Sl. No.	Designation	No of officers	Level	
1.	Additional Chief Secretary	1	17	Central Pay Level
2.	Commissioner/Secretary	1	14/13	
3.	Special Secretary	3	12	
4.	Additional Secretary	1	11	
5.	Joint Secretary	4	14	
6.	Deputy Secretary	4	13	
7.	Under Secretary	3	12	

8.	Section Officer	3	9
9.	Assistant Section Officer	2	8
10.	Sr. Secretariat Assistant	13	6
11.	Secretariat Assistant	1	5
12.	Research Assistant	2	7
13.	Computer Operator	1	6
15.	Driver	2	3
16.	Grade IV	5	1

- 11. Section 4(1)(b)(xi): Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Information on Budget Estimates is available at eBudget webapp (<https://ebudgetmanipur.mn.gov.in>).

- 12. Section 4(1)(b)(xii): The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

N.A.

- 13. Section 4(1)(b)(xiii): Particulars of recipients of concessions, permits or authorizations granted by it:**

N.A.

- 14. Section 4(1)(b)(xiv): Details in respect of the information, available to or held by it reduced in an electronic form:**

eBudget webapp (<https://ebudgetmanipur.mn.gov.in>) provides State Budget information to various stakeholders and facilitates access of budget documents to the Legislators, officials and general public at one place.

Viewing of State Budget documents, including Demands for Grants (DG), Annual Financial Statement (AFS), Budget Speech, Supplementary Demands Speech, Manipur FRBM Ordinance etc. are made available in digital mode.

- 15. Section 4(1)(b)(xv): The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

No library is run by the Department.

16. Section 4(1)(b)(xvi): The names, designations and other particulars of the Public Information Officers:

(I). List of PIOs & SPIOs in respect of Finance Department:

Sl. No.	Name of Administrative Unit/Section	State Public Information Officer (SPIO)	Assistant Public Information Officer (ASPIO)
1.	Finance (PIC)	SS(PIC)	JS/Senior most DS(PIC)
2.	Finance Expenditure (FX), (for the departments/subjects handled by them)	SS/AS/JS (FX) concerned as per their work allocation	Concerned DS/US for their allotted departments/subjects
3.	Finance Budget (FB)	SS(FB)	DS(FB)
4.	Finance Commission (FC) and Finance Resource (FR)	SS (FC & FR)	DS (FC & FR)
5.	Tender and GeM related matters	SS (Tenders)	DS(Tenders)

(II) First Appellate Authority under Section 19 (1) of the Right to Information Act, 2005 in respect of Finance Department:

Additional Chief Secretary (Finance), Government of Manipur

(III). Nodal Officer for ensuring compliance with the proactive disclosure guidelines under Section 4 of the Right to Information Act,2005 pertaining to Finance Department:

Shri Vivek Elangbam, Joint Secretary (Finance), Government of Manipur
(Phone No: 9862577088 and E-mail: vivek.elangbam@nic.in)

Annexure-I**List of Officers:**

Sl. No.	Name/Designation	Contact No.
1.	Vivek Kumar Dewangan (IAS), Additional Chief Secretary	0385-2450488
2.	B John Tlangtinkhuma (IAS), Special Secretary	
3.	Neilenthang Telien (IAS) Special Secretary	
4.	W. Malemnganba Chenglei (IAS), Special Secretary	
5.	Kimjalhai Kipgen (IAS), Additional Secretary	
6.	Vivek Elangbam (MFS), Joint Secretary	9862577088
7.	Rinita Keisham (MFS), Joint Secretary	9436890587
8.	Yumnam Nelson (MCS), Joint Secretary	7005749448
9.	Songeireng Khupboi Aimol(MCS), Joint Secretary	8119046925
10.	Asem Rangina (MSS), Deputy Secretary	7005579621
11.	Roshan Sapam (MSS), Deputy Secretary	7085481614
12.	Miranda Rajkumari (MFS), Deputy Secretary	8414921696
13.	Dr. M. Nalindrakumar (MFS), Deputy Secretary	7005634295
14.	K. Kenish Sharma (MFS), Under Secretary	8837259630
15.	Toijam Chingthangkhomba Meetei (MFS), Under Secretary	9366248931
16.	I. Sobhachandra Singh (MFS), Under Secretary	9774146118