

Section 4(1)(b)] – Proactive Disclosure

Based on Section 4(1)(b) of RTI Act, 2005 and DoPT Guidelines on suo motu disclosure, the following point-wise information should be disclosed by every Public Authority on its website under Section 4(1)(b). The format below can be directly adopted for RTI Manual / Proactive Disclosure compliance.

1. Particulars of Organisation, Functions and Duties [Section 4(1)(b)(i)]

INTRODUCTION:

The Planning Department came into existence in the early part of the Fifth Five Year Plan. At present, the Department is headed by a Director and assisted by two Joint Directors, one Senior Finance officer, one Deputy Director, five Assistant Research Officers and a few supporting staff in the State Head Quarter. In the District Head Quarter, it is headed by one District Planning Officer which is normally drawn from amongst the senior MCS officers or IAS officers and backed by a few skeleton staff.

FUNCTIONS/DUTIES/RESPONSIBILITIES:

The main functions of Planning Department are as follows:

- i. Planning Department acts as State Nodal Department for all development programmes and coordinate with line Departments/Agencies particularly for implementation of projects funded under Ministry of DoNER and North Eastern Council.
- ii. Review of development Schemes, Externally Aided Projects, Ministry of DoNER& NEC funded projects i.e Hill Area Development Program (HADP), North East Special Infrastructure Development Scheme Roads (NESIDS Roads), NESIDS Other Than Road Infrastructure (NESIDS OTRI), Schemes of NEC, etc.
- iii. Oversee implementation of Centrally Sponsored Scheme/Central Sector Scheme; Vibrant Village Programme (VVP-II) .
- iv. Review progress of major infrastructure projects/Programme funded by Govt of India/State Plan including Special Assistance to State for Capital Expenditure/Investment, etc.
- v. Initiate and oversee Special Initiatives undertaken by the State from time to time including Start Up Scheme.
- vi. Nodal department to coordinate/monitor with concerned stakeholders (State NIC/Line Departments/Prime Minister Office for **Hon'ble Prime Minister's "PRAGATI"/Cabinet Secretariat/DPIIT/NITI Aayog/MHA** to review issues under PRAGATI/ PMG/PM Gati Sakti/Aspirational District/Block Programme/Sustainable Development Goals/StartUp Scheme/VVP-II under Govt of India for better Centre and State relationship and sort out bottlenecks and resolve issues in implementation of infrastructure projects/Programme in the State.

MAJOR ACTIVITIES DURING 2025-26:

I. Manipur Start Up Scheme & CM Entrepreneurship Support Scheme (CMESS):

With the objective of establishing Manipur as a premier startup destination in the North Eastern region, strengthening the local entrepreneurial ecosystem, and inspiring the youth to pursue entrepreneurship as a viable career path, the State Government is actively implementing the StartUp 2.0 initiative. By providing targeted loans and subsidies to support both new and existing businesses,

this initiative successfully cultivates an enabling ecosystem that promotes startups and empowers entrepreneurs across key sectors of the State.

- a. **Chief Ministers' Entrepreneurship Support Scheme (CMESS) - One Family One Livelihood Scheme:** Under CMESS, a total of 1,657 applicants have been shortlisted and recommended for bank appraisal. Of these, 1,402 candidates have successfully completed the 7-day Entrepreneurship Development Programme (EDP) facilitated by the Planning Department, Government of Manipur. A total of 60 candidates have been supported to establish small business units (with project costs up to ₹10.00 lakh each), involving an aggregate project cost of ₹340.00 lakh and a subsidy component of ₹102.02 lakh.
 - b. **CMESS for Internal Displaced Persons (Support upto Rs 50,000/-):** A total of 451 Internally Displaced Persons (IDPs) have been supported with an aggregate project cost of ₹211.00 lakh, comprising a subsidy component of ₹62.61 lakh and a loan component of ₹148.39 lakh.
 - c. **CMESS- Special Package to Successful StartUps and Entrepreneurs for employment of Internally Displaced Persons (IDPs) :** Seven 7 successful startups/entrepreneurs have been selected under the scheme, through which 382 Internally Displaced Persons (IDPs) are currently being employed after being provided short-term training and skill development support.
 - d. **Manipur Start Up Venture Fund (NEDFi):** In an effort to provide robust financial backing to emerging enterprises, the State Government has identified seven promising startup beneficiaries who will receive equity support amounting to ₹675.00 lakh under this Scheme.
 - e. **Idea Stage Start Up :** The Planning Department has selected the following six candidates under the Idea Stage - Innovative category of the Manipur Startup Scheme 2.0 to undergo 30 to 40 days of incubation training and receive financial support of ₹3.00 lakh, which will be disbursed in two installments of ₹1.50 lakh each:
 - f. **Revenue Stage Start Up:** A total of 14 candidates have been shortlisted and recommended for bank appraisal under the Revenue Stage of the Manipur Startup Scheme. The selected beneficiaries and their respective enterprises are as follows:
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2. Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

(a) Powers and responsibilities of each post:

Sl. No.	Name of post	Nature of duty	Whether the post is Direct Recruitment or Promotion or both.
Technical			
1.	Director	The Director is the Head of the Department and oversees the overall functioning and administration of the Planning Department. In addition to establishment matters, the Director supervises the preparation, monitoring and evaluation of development programmes and projects under MDoNER, NEC, SASCI, Centrally Sponsored Schemes (CSS), Central Sector Schemes, etc. The Director coordinates with State Development Departments and concerned Central Ministries/Departments, including MDoNER, NEC and Startup, for effective planning and implementation of development programmes. The Department also prepares Memoranda and briefs for VVIP visits to the State under the supervision of the Director	By promotion from Jt.Director.
2.	Joint Director	Joint Director assists the Director(Plg) in the matter of preparation, monitoring , evaluation and other Central Schemes and Startup	By promotion from Sr. Research Officer.
3.	Research Officer	To assist the Joint Director in the matter of preparation of State Plans, MDoNER, NEC, CCS, Startup etc and also monitoring and evaluation of all Plan works.	By promotion from Assistant Research Officer.
4.	Assistant Research Officer	To assist the Jt. Director in the matter of preparation of State Plans, MDoNER, NEC, CCS, Startup etc as well as monitoring and	By promotion from Research Assistant/ direct.

		evaluation of all Plan works.	
5.	Research Assistant	To assist the Research Officer in the matter of preparation of State Plans, MDoNER, NEC, Startup etc. monitoring and evaluation of Plan Schemes.	75% by promotion & 25% by direct.
6.	Liaison Officer (Non-Ministerial)	To assist Senior Officers (Assistant Research Officer/ Research Officer/Joint Director/Director) in the matter of preparation of State Plans and Analysis of projects on state priority for funding under Central Plan Assistance, MDoNER, NEC, Externally Aided Projects, StartUp Manipur. To assist Senior Officers in the matter of co-ordination with MDoNER, NEC, NITI Aayog and various Central Ministries in the matter related to development programmes and framing of guidelines of these programmes. To liaise and co-ordinate in the visit of officials, dignitaries, VIPs etc during their visit to the state in the event of Inspection, Meeting and Monitoring and Evaluation of Projects funded from Central Ministries like Home, MDoNER, NEC, NITI Aayog, World Bank, etc with the advice of Director (Plg)	
Administrative			
1.	Deputy Director	To assist the Director(Plg) in the matter of Establishment and administrative works etc.	By promotion from Asstt. Director
2.	Asstt. Director	To assist the Deputy Director in the matter of Establishment and administrative works etc.	By promotion from Superintendent
3.	Superintendent	To assist the Assistant Director in the matter of Establishment and administrative works etc.	By promotion from UDC
4.	Asstt. Private Secretary	To assist the concerned officers in the matter of typing works	By promotion from Stenographer Gd-I

5.	Accountant	To assist the Assistant Director in the Account matter	By promotion from UDC/ LDC
6.	UDC	To assist the Assistant Director in the matter of Establishment and administrative works etc.	By promotion from LDC
7.	Stenographer	To assist the concerned officers in the matter of typing works	By direct
8.	Record Assistant	Documentation and maintenance of reference books and important documents of the mini-library of the Department.	By direct.
9.	LDC	To assist the Superintendent in the matter of Establishment and administrative works etc.	90% by direct and 10% by promotion
10.	Driver	To attach to the concerned officers	By direct
11.	Peon	To attach to the concerned officers and Dak runner	By direct
12.	Chowkidar cum sweeper	To keep watch of all properties within the campus	By direct

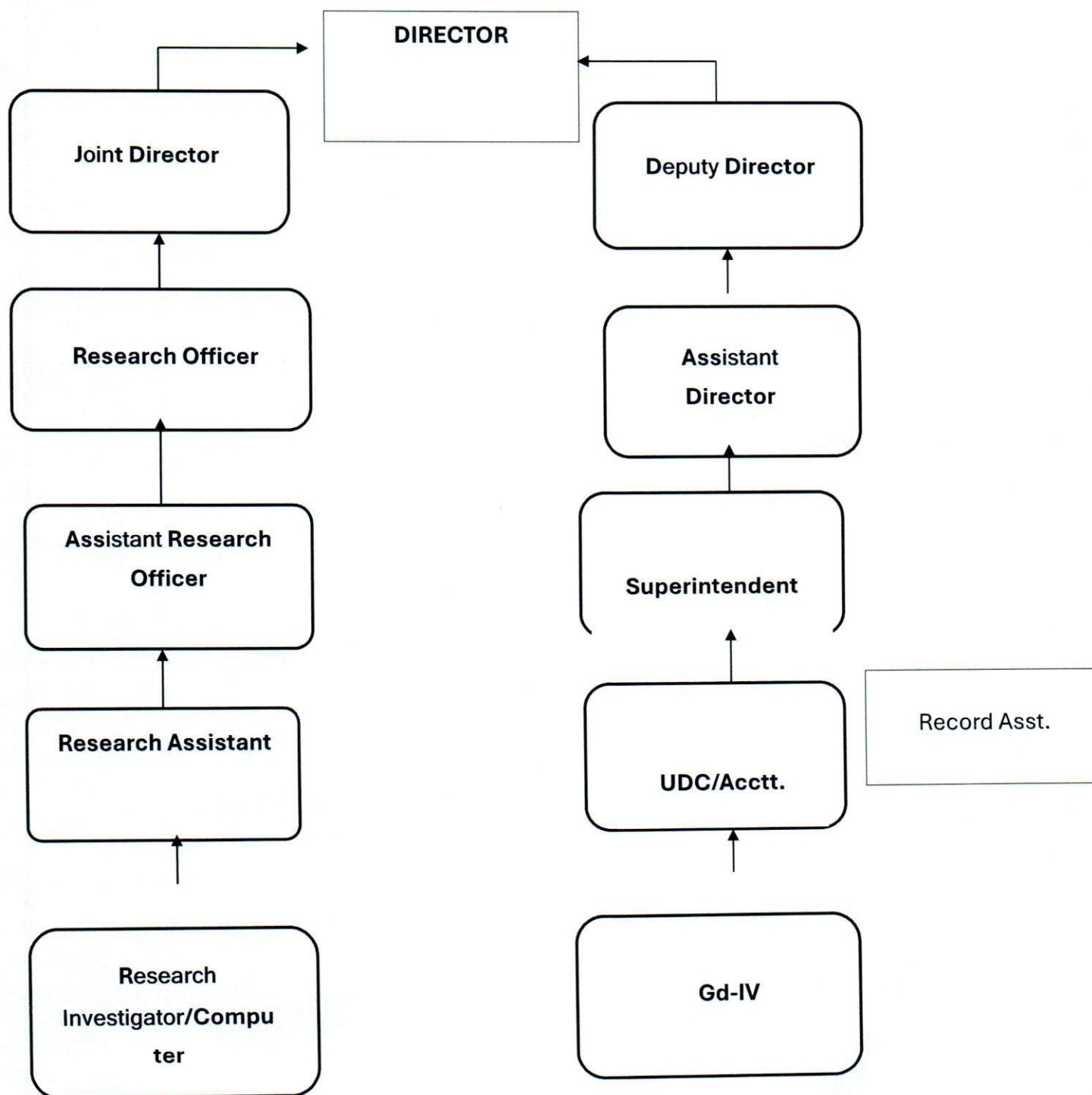
(b) Administrative powers: - The administrative powers of Planning Department comes under Chief Secretary > Special Secretary > Joint Secretary, Government of Manipur.

(c) Financial powers: - Financial powers are controlled by Chief Secretary > Special Secretary > Joint Secretary, Government of Manipur.

3. Procedure Followed in Decision Making Process [Section 4(1)(b)(iii)]

As per DoPT guidelines, disclosure should include: (c) Flow chart of file movement

Hierarchy Chart in respect of Planning Department



4. Norms for Discharge of Functions [Section 4(1)(b)(iv)]

Service Delivery Standards	The Department discharges its functions in accordance with the applicable Acts, Rules, Government orders, policies, scheme guidelines and instructions issued by the competent authority.
Citizen Charter	The Department has not notified a separate Citizen Charter. Its functions are discharged in accordance with the applicable Government rules, policies, programme guidelines and administrative instructions.
Timelines Prescribed for Services	The Planning Department primarily performs coordinative, monitoring and advisory functions. Most activities are undertaken on the basis of proposals, reports and information received from implementing departments and agencies and are subject to the approval of the competent authority, wherever required. Since the discharge of these functions depends upon inter-departmental coordination and external inputs, no uniform statutory timeline can be prescribed
Quality Standards	The Department endeavours to ensure accuracy, transparency, accountability, consistency and adherence to the applicable Government rules, policies and scheme guidelines while processing proposals, coordinating with stakeholders, monitoring programme implementation and submitting reports to the competent authorities.
Eligibility Conditions for Availing Services	The Department primarily performs planning, coordination, monitoring and advisory functions and does not ordinarily provide direct public services to citizens. Accordingly, no general eligibility conditions are prescribed. Eligibility, wherever applicable under specific schemes or programmes, shall be governed by the respective guidelines issued by the Government of India or the State Government.
Performance Indicators	Performance is assessed on the basis of timely processing of proposals, effective inter-departmental coordination, monitoring of programme implementation, submission of prescribed reports, utilisation of funds, compliance with Government instructions and achievement of scheme-specific objectives and targets.
Responsibility of Officials for Delivery and Supervision	Functions are discharged by the officers and staff of the Department in accordance with the Allocation of Business Rules, Government orders, office Responsibility of Officials for Delivery procedures and responsibilities assigned by the competent authority. Overall supervision, monitoring and review are exercised through the prescribed and Supervision administrative hierarchy under the Administrative Secretary.

5. Rules, Regulations, Instructions, Manuals and Records [Section 4(1)(b)(v)]

Planning Department follows Rules based on all State Government of Manipur Gazette rules and Office Memorandums as regulated from time to time.

6. Categories of Documents Held [Section 4(1)(b)(vi)]

Categories	Documents held
Administrative records	Establishment
Personnel records	
Financial records	Accounts
Project files	Joint Directors / Research Officers / Assistant Research Officers
Policy documents	NA
Tender and contract documents	Joint Directors / Research Officers / Assistant Research Officers
Registers and databases	Nodal officers/Establishment / Accounts
Reports and publications	

7. Arrangement for Public Consultation [Section 4(1)(b)(vii)]

NOT APPLICABLE

8. Boards, Counsils, Committees and Other Bodies [Section 4(1)(b)(viii)]

NOT APPLICABLE

9. Directory of Officers and Employees[Section 4(1)(b)(ix)]

S N	Name	Designation	Contact	Section
1	Dr. R.K Radhesana Devi	Director	2451054 radhesana.rk@nic.in	Managerial and Technical
2	Dr. R.K. Tombisana Singh	Joint Director	tombisana.rk@manipur.gov.in	
3	Shri H. Homendro Singh		homendro.h@manipur.gov.in	
4	Mimi Vaiphei		mimi.vaiphei@manipur.gov.in	
5	IrengbamDineshkumar Singh	Dy.Director(Admn)(ex officio)	i.dineshkumar@manipur.gov.in	
6	Shri Ngangbam Rajesh Singh	Senior Finance Officer (DDO)	rajesh.ngangbam@gov.in	
7	Kshetrimayum Richa	Assistant Research Officer	ksh.richa@manipur.gov.in	
8	Moirangthem Robinchandra Singh		robin.moirangthem@gmail.com	
9	Nandakumar Longjam		nanda.longjam@manipur.gov.in	
10	Lanjaigai Kamei		kamei.lanjai@manipur.gov.in	
11	SmtLingningwarMongsang			
12	Shri R Poupan Rongmei	Research Assistant		Managerial and Technical
13	Th. RamhoiChothe	Assistant Private Secretary		Technical
14	Smt S. Shandhyarani Devi			Managerial and Technical
15	SmtGaithaolinliuGonmei			
16	Smt O. Aruna Devi			
17	Smt O. Sandhyarani Devi	Superintendent		Establishment
18	SmtPhozia Hellena	U.D.C		
19	ChongsiLhouvum			
20	SmtKh.Pratima Devi			Establishment
21	Shri Phanjoubam Roheet Singh			Accounts
22	Shri. Waikhom Roshan Singh			Managerial and Technical
23	Shri Ayekpam Naresh Singh			
24	Shri Yumnam Sanaton Singh			
25	Smt Rebecca Palmei			Accounts
26	Shri Thangjam Kenon Singh			Establishment
27	Shri L. Gojendro Singh			Accounts
28	Ms Romabai Khaidem	L.D.C		
29	Smt Diana Ningthoujam			Managerial and Technical Section
30	Smt Kamei Roseeta			Accounts

31	Shri H. Tomba Singh			Establishment
32	Shri L. Kiran Singh			
33	Shri H. Dhanakumar Singh	Driver		Managerial and Technical Section
34	Shri Kh. Sanjit Singh			
35	Shri R. Masongam			
36	Shri Th. Maheshkanta Singh			Managerial and Technical Section
37	Shri Th. Suresh Singh			
38	Shri W. Jugin Singh			Establishment
39	P. Lhauvum	Peon		
40	Shri L. James			
41	Shri K. Romesh Singh			Managerial and Technical Section
42	Shri N. Shashikumar Singh			
43	Smt W. Meiteileima Chanu			
44	Shri Konjengbam Kanchan Singh			Technical
45	Shri Singam Nicky Singh			Establishment
46	Shri Thangjam Akenjit Singh			
47	Shri Naorem Gitchandra Singh			
48	Shri Ismat			
49	Shri Faiz Ali			
50	Shri Hijam Romen Singh			
51	Shri Mingthing Shimrah			Accounts
52	Smt. K Ganthoi			Managerial
53	Shri Siraj Khan			Establishment
54	Shri K Rojen Singh			Technical
55	Shri Thiyam Ratankumar			Establishment
56	Smt Puja Devi			

10. Monthly Remuneration of Officers and Employees [Section 4(1)(b)(x)]

POST WISE PAY BAND OF PLANNING DEPARTMENT

Sl No	Name of Post	Existing		Revised Pay Structure
		Pay Band	Grade Pay	Level in Pay Matrix
1	Director	15600-39100	7600	L-14
2	Joint Director	15600-39100	6600	L-13
3	Deputy Director	9300-34800	5400	L-12

4	Research Officer		9300-34800	5400	L-12
5	Assistant Director		9300-34800	4400	L-9
6	Assistant Research Officer		9300-34800	4400	L-9
7	Liaison Officer		9300-34800	4400	L-9
8	Assistant Private Secretary		9300-34800	4300	L-8
9	Research Assistant		9300-34800	4200	L-7
10	Stenographer	Grade-I	9300-34800	4300	L-8
		Grade-II	5200-20200	4200	L-7
		Grade-III	5200-20200	2400	L-5
11	Superintendent		9300-34800	4200	L-7
12	Draftsman		5200-20200	2800	L-6
13	Computer		5200-20200	2400	L-5
14	Research Investigator		5200-20200	2400	L-5
15	Record Assistant		5200-20200	2400	L-5
16	UDC		5200-20200	2400	L-5
17	LDC		5200-20200	2000	L-4
18	Driver		5200-20200	1900	L-3
19	Grade-IV/Peon		4440-7440	1650	L-1
20	Chowkidar-cum-sweeper		4440-7440	1650	L-1

11. Budget Allocated to Each Agency [Section 4(1)(b)(xi)]

Demand No. 30 – Planning is the Government of Manipur's budget for the Planning Department and the schemes/projects handled through it for **2026–27**.

Overall picture

The total budget proposed for Planning for **2026–27** is **₹2,413.87 crore**. This is a very large increase from the **2025–26 revised budget of ₹1,734.25 crore**.

Major area	2026–27 Budget	In simple words
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Capital projects/infrastructure	₹1,974.90 crore	Roads, infrastructure and other development works
Secretariat/Economic Services	₹402.48 crore	Planning Department, employment schemes, startup/CMESS, women entrepreneurship etc.
Other Special Area Programmes	₹35.07 crore	Special programmes for backward, tribal and border areas
Directorate of Planning – Capital	₹1.42 crore	Equipment, ICT, furniture etc.
Total	₹2,413.87 crore	Overall Planning Department budget

Where is most of the money going?

The **biggest portion is for infrastructure and capital works.**

1. Special Infrastructure Projects – ₹1,600 crore

This is the largest single allocation. It is meant for **special infrastructure projects in hill and valley districts** under the Special Assistance to States for Capital Investment.

2. Disaster-related infrastructure – ₹197 crore

₹197 crore is provided for dealing with **natural disasters of severe nature** under SASCI.

3. Rural Infrastructure Development Fund (RIDF) – ₹55.23 crore

This includes:

- Improvement of **79 rural roads in 16 districts – ₹25 crore**
- Improvement of **36 rural roads in 8 districts – ₹12 crore**
- Infrastructure support to **SHGs under VDVK – ₹7.21 crore**
- State Road, Agriculture and Social infrastructure – ₹7.52 crore
- Girls' toilets in existing schools – ₹2.50 crore
- RIDF State Share – ₹1 crore

Planning Department and schemes

The budget also provides money for running the Planning Department and implementing various schemes.

- **Directorate of Planning – ₹10.18 crore**
- **Crash Scheme for Generation of Employment – ₹6.27 crore**
- **MARSAC – ₹2.22 crore**
- **Startup Policy & CMESS – ₹10 crore**
- **Chief Minister's Farmers Livelihood Support Scheme – ₹3 crore**
- **Special Assistance Grant – ₹20 crore**
- **PROWESS-Manipur (Women Entrepreneurship) – ₹350 crore**

One important point

The **₹350 crore for PROWESS-Manipur** is a particularly large new allocation. The document shows **no allocation in the previous revised estimate**, but **₹350 crore is proposed for 2026–27**.

12. Subsidy Programmes [Section 4(1)(b)(xii)]

Name of Scheme: Manipur Startup Scheme

Objective:

To empower the youth of Manipur to become job creators by promoting entrepreneurship and fostering a culture of innovation through the most enabling ecosystem to support and nurture Startup to make Manipur as one of the leading startup destinations in the North Eastern region of India.

Eligibly Criteria:

The Manipur Startup Scheme comprises various categories and other initiatives designed to support startups at different stages of growth. The eligibility criteria applicable to each category and initiative are outlined below:

Idea Category:

Eligibility:

1. Should be a domicile of Manipur.
2. Should have an innovative and scalable business idea.
3. Should be older than 18 Years.

Fund utilization Details:

A total of ₹ 18 lakh @1.5 lakh per beneficiary have been released to 12 beneficiaries under this stage of Manipur Startup Scheme 2.0.

Revenue Category:

Eligibility:

1. Any entrepreneur who runs a profitable business.
2. Should be a domicile of Manipur. If the promoters are group, then at least one of the promoters should be a domicile of Manipur and he/she should be the main applicant.
3. Should be older than 18 Years.
4. Business should not more than 10 years from the date of Registration.

5. Annual Turnover should be less than 100 crores.
6. The business entity should be either a Private limited company/LLP/Partnership firm.
7. Should have at least three years old and should have audited financial reports.

Fund utilization Details:

A total amount of **₹41.83 lakh** has been released to **two beneficiaries** under this stage of the **Manipur Startup Scheme 2.0** against a total project cost of **₹139.46 lakh**.

Standup Category:

Eligibility:

1. Only first time (Greenfield) venture of SC/ST/OBC/women/Minority/Differently abled entrepreneurs.
2. In case of non-individual enterprises, at least 51% of the shareholding and controlling stake should be held by either an SC/ST/OBC/ Woman/Minority/ Differently abled entrepreneurs.
3. Should be a domicile of Manipur. If the promoters are group, then at least one of the promoters should be a domicile of Manipur and he/she should be the main applicant.
4. Age: above 18 years of age.
5. Annual Turnover should be less than 100 crores.
6. The business entity should either be a Private limited company or Limited Liability Partnership or Partnership firm.
7. Business should not more than 10 years from the date of Registration

Chief Minister's Entrepreneurs Support Scheme (CMESS):

Eligibility:

1. Should be a domicile of Manipur.
2. Should be unemployed.
3. Age should be more than 18 Years but less than 65 years.
4. Only one applicant per one Family
5. Should not be a defaulter to any Nationalized Banks/financial Institution/Co-operative Bank.
6. Must runs a registered business not older than 10 years.

Fund utilization Details:

A total of ₹ 139.66 lakh has been released to 82 beneficiaries under this stage under Manipur Startup Scheme 2.0 against a total project cost of ₹ 465.55 lakh

Other Initiatives:

CMESS for Internally Displaced Persons (Support upto Rs 50,000/-):

Eligibility:

Applicants aged **18 to 65 years** who wish to undertake entrepreneurial activities to generate livelihood income in their chosen field of expertise or skill shall be eligible under this category. The applicant shall be verified and certified by the **Deputy Commissioner** of the concerned district in which the relief camp is located.

Fund utilization Details:

A total of 451 Internally Displaced Persons (IDPs) have been supported with an aggregate project cost of ₹ 2.11 cr, comprising a subsidy component of ₹ 62.61 lakh and a loan component of ₹ 1.48 cr.

CMESS - Special Package to Successful Startups and Entrepreneurs for employment of Internally Displaced Person (IDPs)

Eligibility:

1. The applicant (Entrepreneurs/StartUp) should be a bonafide resident of Manipur.
2. The applicant should not be an employee and should be owner of a registered business enterprise possessing requisite documents of proof of Identity/Address of the business Enterprise - copies of relevant Licenses/ Registration certificates/ lease or rent agreement/other documents pertaining to the ownership, identity of address of business unit/Udyog Aadhaar Memorandum.
3. Applicants should be between 18 years to 65 years of age on the date of filing the application.
4. The beneficiary should be eligible to apply for loan and not a defaulter to any financial institution.
5. A person who has already availed subsidy under government scheme will also be eligible under the scheme.
6. Annual turnover of the existing Unit should be more than ₹ 10 lakh during the last three years.
7. Capital Investment should be at least 10 Lakh from the time of establishment.
8. The Unit should not be a defaulter of Income tax and GST filling in tune with the turnover.
9. Preference will be given to Unit if Employees are registered in EPF/EPFIC.
10. Should be willing to train and employ not less than 50 IDPs with a maximum intake of 500, within their own business. All trained inmates must be provided with employment for a minimum period of one year.

Fund utilization Details:

Seven 7 successful startups/entrepreneurs have been selected under the scheme, through which 382 Internally Displaced Persons (IDPs) are currently being employed after being provided short-term training and skill development support.

Amount of Subsidy:

The amount of subsidy is 30% of the total approved project cost.

Procedure of Grant:

The grant shall be released after the bank has sanctioned the loan component of the project.

13. Concessions, Permits or Authorizations Granted [Sec 4(1)(b)(xiii)]

The Department does not grant any concessions, permits or authorizations.

14. Information Available in Electronic Form [Sec 4(1)(b)(xiv)]

Digitized records	Few of the Department's records are available on https://planningmanipur.gov.in/en/
Databases maintained	Most of datas (offline) are kept or maintained in the accounts section and with Nodal Officers of relavant schemes.
Electronic registers	NA
Online services	Available on these sites https://startupmanipur.in/ , contact@startupmanipur.in and RTI online portal is live to the public.
E-governance applications	The PM GatiShakti Digital Platform is a GIS-based platform that integrates infrastructure and geospatial data from various Ministries, Departments and States. It enables integrated planning, coordination and monitoring of infrastructure projects, supports data-driven decision-making, identifies infrastructure gaps, improves multimodal connectivity and helps optimise project implementation.
Information downloadable from website	Available on the Department's website https://planningmanipur.gov.in/en/
Record retention details	Most of the datas or records are properly kept in the office library or godown after completion of 10 years.

Custodian of electronic records	Planning Department keeps offline electronic datas mostly in the accounts section for budget/bills/sanction etc. Planning Department use electronic filing (e-office) for Administrative Approvals from Competant Authorities, uploading related documents to its relevant e-files and the datas remains saved in the efile. e-office is controlled by National Informatics Centre (NIC).
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15.Facilities Available to Citizens for Obtaining Information [Sec 4(1)(b)(xv)]

a)Planning Department has **Receive and Issue cum Helpdesk** for Citizens as well as for all the other Departments. It is located at the ground floor next to Establishment section.

b)There is **RTI portal** available for Planning Department and anyone willing to seek information or file an RTI can easily do it online. It would be absolute hassle free.

c)There is Startup Telephone Helpdesk No. **1800 345 3831** and email is **contact@startupmanipur.in** (Monday to Friday working days, during office hours only)

d)Anyone can reach director's APS for meeting or appointment at telephone No. **03852451054** (Monday to Friday working days, during office hours only)

16.Names, Designations and Other Particulars of PIOs [Sec 4(1)(b)(xvi)]

List of SPIO, SAPIO & Appellate Authority and Nodal Officer

Name designation and other particulars of Public Information Officers:

Sl No	Designation of the officer designated as PIO	Postal address	Telephone No	e-mail address	Demarcation of area/ activities, if more than one PIO is there
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1.	Director (Planning)	Babupara, Imphal	2451054	radhesana.rk@nic.in	NA
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First appellate authority within the department

Sl No	Designation of the officer designated as first appellate authority	Postal address	Telephone No	e-mail address
1.	Chief Secretary (Planning)	Old Secretariat, Imphal.	2451144 2450064	Cs-manipur@nic.in

Nodal officer

Sl No	Name & Designation	Mobile No./ Email
1	Songeireng Khupboi Aimol Jt.Secretary(Planning)	Mobile: E-mail:
2	Dr.R.K Tombisana Joint Director (Planning)	Mobile: 9436892253 E-mail: rktom28@gmail.com

17. Other Information Prescribed [Sec 4(1)(b)(xvii)]

(e) RTI applications and replies

Two attached images below are the latest RTI Annual report furnished to Manipur Information Commission from 1/4/2025 to 31/3/2026. There are no pending RTI with the Department. Details are in the prescribed format.

DETAILS OF FIRST APPEALS RECEIVED, DISPOSED AND PENDING IN THE STATE FOR THE PERIOD
FROM 1-4-2025 TO 31-3-2026

[illegible]

**DETAILS OF RTI APPLICATIONS RECEIVED, DISPOSED AND PENDING IN THE STATE FOR THE PERIOD
FROM 1-4-2025 TO 31-3-2026**

PROFORMA - II

Sl. No	Name of Deptt	Name of Public Authority	Total no of PIOs	Total no. of application pending as on 1-4-2026	Total no of application received during 01-04-2025 to 31-3-26	Total of Col 5+6	Total no. of application disposed during the period 1-4-25 to 31-03-2026	Total no. of applications pending as on 01-04-2026	Out of cases disposed shown in col 8. no of cases for which information is furnished	No. of requests deemed to be refused Sec 7(2)	Out of total disposal in Col 8. cases rejected under section															Amount of application fee & charges collected for furnishing																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
											8(A)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)		8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)	8(1)

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