

PROACTIVE DISCLOSURE ON RTI ACT 2005
SOCIAL WELFARE DEPARTMENT, MANIPUR

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

The Department of Social Welfare, Government of Manipur is implementing various programmes and schemes encompassing various sectors for the welfare and development of the society viz., (i) Senior Citizens (Prohibition and Social Security for the Aged) (ii) Welfare Programmes for Persons with Disabilities (iii) Mission Vatsalya (formerly Integrated Child Protection Schemes) (iv) Mission Shakti (v) Saksham Anganwadi and Poshan 2.0 formerly Integrated Child Development Services. Besides, continuing with existing schemes for children, women, aged, and persons with special needs as mentioned above, emphasis has been given on taking up preventive and rehabilitation measures in connection with social issues like drug addiction, juvenile delinquency, child labour, prostitution, etc.

All welfare schemes of the Department are being implemented through the following offices at State & District level:

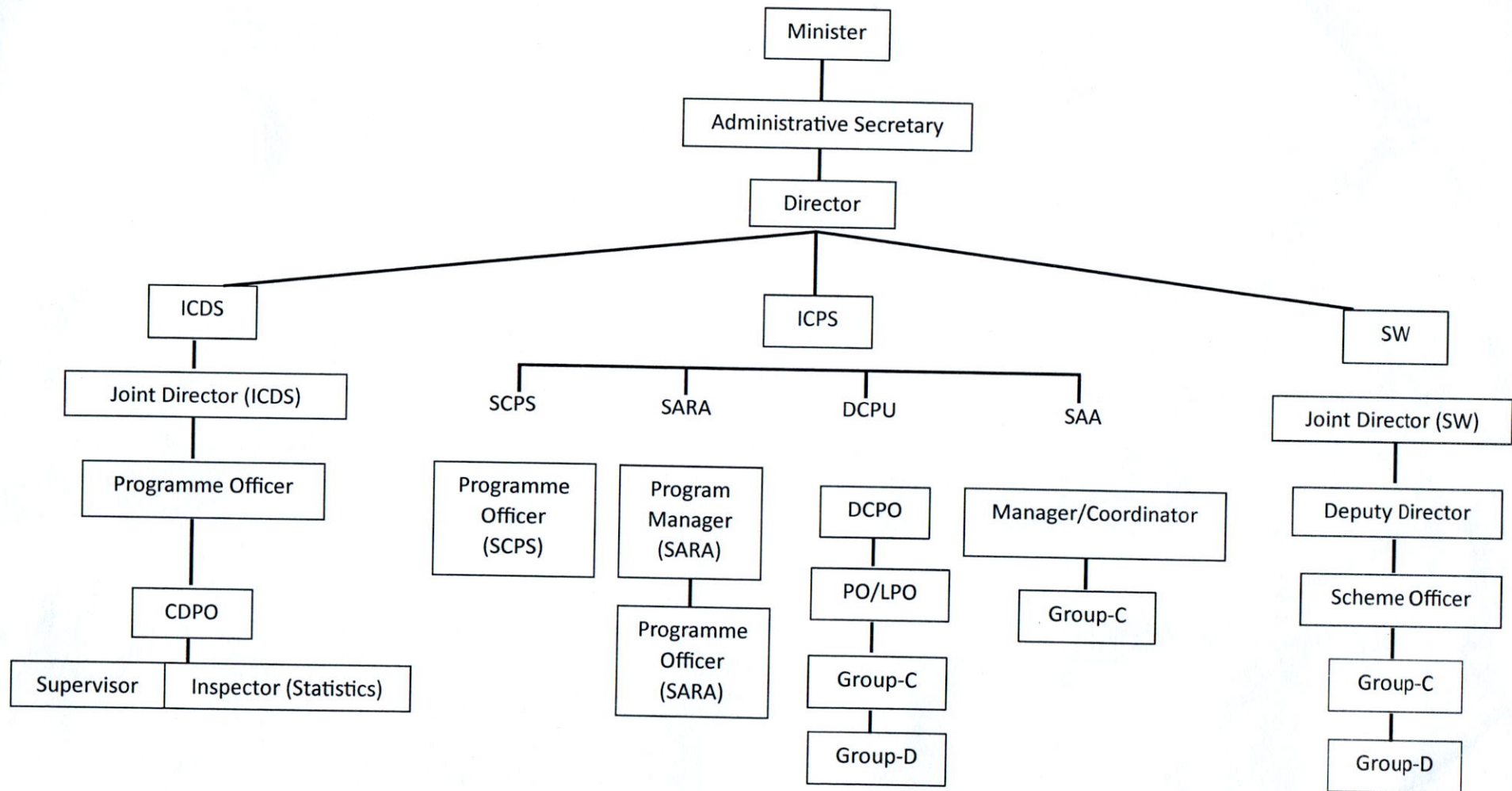
AT STATE LEVEL: -

- 1) Directorate H.Q.
- 2) Govt. Ideal Blind School, Takyelpat.
- 3) Govt. Deaf & Mute School, Takyelpat.
- 4) Welfare Training Institute, Takyelpat.
- 5) Anganwadi Training Institute, Takyelpat.
- 6) Working Ladies Hostel, Takyelpat.
- 7) State ICDS Cell at Directorate Head Quarter.
- 8) State Bal Bhavan, Khuman Lampak.
- 9) Observation and Special Home for juveniles in conflict with law.
- 10) B.B Paul Mental Development Home, Mongsangei
- 11) Mission Blind School, Heikakpokpi

AT DISTRICT LEVEL: -

- | | |
|--|--------------|
| 1) District Social Welfare Offices at all District | |
| Head Quarters in the State | - 16 nos. |
| 2) District ICDS Cells | - 16 nos. |
| 3) District Child Protection Unit | - 16 nos. |
| 4) State Adoption Agency (SAA) | - 9 Nos. |
| 5) ICDS Projects | - 43 nos. |
| 6) Anganwadi Centres | - 11535 nos. |

ORGANISATION CHART:



Proactive Disclosure under Section 4(1) (b) (i): the particulars of its organization, functions and duties. Work allocation of officers and officials is enclosed as **Annexure I**.

Sl. No.	Designation	Power & Duties
1.	Director, Social Welfare	Head of Department and responsible for guiding the teams, managing resources and achieving departmental objectives.
2.	Joint Directors	To assist the Head of Department in discharging her duties in respect of the works allocated to them.
3.	Deputy Directors	To assist the Joint Director in discharging their duties and to deal with implementation, monitoring and supervision of the programme/schemes allocated to them.
4.	District Level Officers	Heads of the District level offices. Responsible for implementation of programme/scheme in the district, conduct of inquiry, submission of reports sought from the Directorate from time to time.
5.	Head of Special School /Institution	Provide academic and administrative leadership to the school/Institution.
6.	Scheme Officers	To assist the Deputy Directors in discharging their duties.
7.	Dealing \Assistant	To assist the officer in discharging their duties
8.	Field staff posted in district offices	To assist the officer in discharging their duties
9.	Group- D	To assist the officers/officials in discharging their duties and maintain the offices clean.

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 FOR DIRECTORATE:

Sl. No.	Types of Cases	Level of Final Disposal	Channel of Submission
1.	Establishment and Service matters	Director	DA>DD>JD>Director
2.	Account,Budget and financial proposal/sanction	Director	DA>DD>JD>Director
3.	Old Age Pension Schemes both state and central sponsored	Director	DA>DD>JD>Director
4.	Widow Pension scheme both state and central sponsored	Director	DA>DD>JD>Director
5.	Ima Nongthangleima Yaipha Tengbang Scheme	Director	DA>DD>JD>Director
6.	Disability related scheme	Director	DA>DD>JD>Director
7.	Women related scheme	Director	DA>DD>JD>Director
8.	Saksham Anganwadi and Poshan 2.0	Director	DA>DD>JD>Director
9.	Drug related scheme	Director	DA>DD>JD>Director
10.	Children related scheme	Director	DA>DD>JD>Director

Proactive Disclosure under Section 4(1) (b) (v): the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

Sl. No.	Subject	Where available
1.	Forms for beneficiary oriented schemes	On Website of the Department
2.	Circulars/Notifications	On Website of the Department
3.	Schemes guidelines	On Website of the Department
4.	List of beneficiaries of Old age pension scheme	On Website of the Department
5.	List of beneficiaries of Widow pension scheme	With the department
6.	Recruitment Rules	With the department
7.		

Proactive Disclosure under Section 4(1) (b) (vi): a statement of the categories of documents that are held by it or under its control;

Sl. No.	Subject	Type of document/Files/Register/Vouchers etc.
1.	Files relating to various subject	Physical /e-file/Register/Vouchers

Proactive Disclosure under Section 4(1) (b) (vii): the particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof:

Visiting hour has been designated from 11.00 AM to 1.00 PM for all working days i.e. Monday to Friday for Director, Social Welfare and for all officers and officials.

Proactive Disclosure under Section 4(1) (b) (viii): a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

1. Manipur State Women Development Corporation Limited
2. State Commissioner for Persons with Disabilities
3. Manipur State Commission for Child Rights
4. Manipur State Commission for Women.

Proactive Disclosure under Section 4(1) (b) (ix): a directory of its officers and employees:

Sl.No.	Name	Designation	Name of office
1.	Anna Arambam	Director, Social Welfare	Directorate Head Quarter, Social Welfare Department
2.	Anjali Chongtham	Joint Director(ICDS)	-do-
3.	Jiteshwar Keisham	Joint Director (Social Welfare)	-do-
4.	Md. Ziour Rahman	Chief Finance Officer	-do-
5.	Binobala Nongmeikapam	Deputy Director(Women Programme)	-do-

6.	K.Saroja Devi	Deputy Director(Children Programme)	-do-
7.	L. Dhaneshwor Singh	Deputy Director(Social Welfare)	-do-
8.	L.Punilkanta Singh	O.S.D	-do-
9.	Gyanilaxmi Thongam	Programme Manager(SARA)	-do-
10.	M.Mitabina Devi	Special Officer(SNP)	-do-
11.	Mala Lisham	Programme Officer(SCPS)	-do-
12.	Sandhyarani Magnsatabam	Programme Officer(SCPS)	-do-
13.	Victoria Konsam	Programme Officer(SARA)	-do-
14.	M. Ibo Singh	Programme Officer(ICDS)	-do-

Proactive Disclosure under Section 4(1) (b) (x): the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Annexed as Annexure II

Proactive Disclosure under Section 4(1) (b) (xi): the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Budget copy available at ebudgetmanipur.mn.gov.in

Proactive Disclosure under Section 4(1) (b) (xii): the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable

Proactive Disclosure under Section 4(1) (b) (xiii): particulars of recipients of concessions, permits or authorisations granted by it:

Not Applicable

Proactive Disclosure under Section 4(1) (b) (xiv): details in respect of the information, available to or held by it, reduced in an electronic form;

Sl. No.	Type of Documents	In which electronic format is kept	Mode of retrieval
1.	Forms for beneficiary oriented schemes	On website	Online
2.	Circulars	On website	Online
3.	Notification for direct recruitment	On website	Online
4.	Scheme guideline	On website	Online
5.	List of beneficiaries of Old age pension scheme	On website	Online
6.	List of beneficiaries of Widow pension scheme	On website	Online
7.	Recruitment Rules	On website	Online

Proactive Disclosure under 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:

1. All Schemes details are uploaded on the website
2. If any information not available on public domain is required, it can be obtained under RTI. Application can be submitted through post or by hand:
State Public Information Officer (SPIO),
Social Welfare Department, Manipur, Directorate Complex, A.T. Line, Near 2nd M.R Gate, Imphal East District, Manipur. 795001.
3. Submission of RTI Applications through hand: can be submitted at the above address during
 - (i) Working hours(Monday to Friday) from (9.00 AM to 5.30 PM Summer(March to October) and 9.30 AM to 5.00 PM Winter(November to February)
 - (ii) At the Received and issued Section of Directorate Head Quarter, Social Welfare Department, Manipur, Directorate Complex, 2nd MR Gate, Imphal East District, Manipur.

Proactive Disclosure under Section 4(1) (b) (xvi): the names, designations and other particulars of the Public Information Officers:

Enclosed as Annexure III.

Proactive Disclosure under Section 4(1) (b) (xvii): such other information as may be prescribed; and thereafter update these publications every year:

District wise number of beneficiaries for the beneficiary oriented schemes taken up by the Social Welfare Department are enclosed as Annexure IV and V

Proactive Disclosure under Section 4(1) (c): publish all relevant facts while formulating important policies or announcing the decisions which affect public:

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Proactive Disclosure under Section 4(1) (d): provide reasons for its administrative or quasi-judicial:

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Social Welfare Department
R.R. No. 942
Dated 28/7/23

Signature of D/C

GOVERNMENT OF MANIPUR
SECRETARIAT: SOCIAL WELFARE DEPARTMENT

ORDERS BY THE GOVERNOR: MANIPUR
Imphal, the 27th July, 2023.

No. ESST-101/1/2021-SW-SW-Part(1): In partial modification of this Government order No. ESST-101/1/2021-SW-SW dated 31st March, 2023, the Governor of Manipur is pleased to assigned the works/responsibilities to the following officers with immediate effect until further order:

Sl. No.	Name of Officer & Designation	Work allocated
1.	Binobala Nongmeikapam, Deputy Director (Women Programme)	a. Mission Shakti b. Welfare Training Institute c. Manipur State Women Development Corporation Ltd. d. Manipur State Commission for Women g. National Creche Scheme e. Related Court cases and RTI matters f. Any other works assigned from time to time
2.	K Saroja Devi, Deputy Director (Children Programme)	a. Mission Vatsalya b. Drugs c. Transgender d. Manipur State Bal Bhavan e. Related Court cases and RTI matters f. Any other works assigned from time to time

The rest of the content will remain unchanged.

Issues with approval of the Competent Authority

By orders & in the name of Governor,

G. Gangmei
(Gangmei Gangmei)
Joint Secretary (SW),
Government of Manipur.

Copy to:

1. The PS to the Hon'ble Minister (SW), Manipur,
2. PS to the Commissioner (SW), Government of Manipur,
3. Director (SW), Manipur,
4. Officer concerned,
5. Guard file

GOVERNMENT OF MANIPUR
SECRETARIAT: SOCIAL WELFARE DEPARTMENT

ORDERS BY THE GOVERNOR: MANIPUR

Imphal, the 31st March, 2023

No.ESST-101/1/2021-SW-SW: In supersession of all previous orders issued in this regard, the following works/responsibilities are hereby assigned to the following officers with immediate effect until further order:

Sl.No.	Name of Officer & Designation	Work allocated
1.	Ngangom Uttam Singh, Director, Social Welfare, Manipur	a. Overall in-charge of all schemes and programme under Social Welfare Department.
2.	Bantee Singh Konthoujam, Joint Director(ICDS)	a. Matters related to Saksham Anganwadi & POSHAN 2.0 b. Establishment and Administration c. Mission Shakti d. Manipur State Social Welfare Board e. Related Court cases and RTI Matters f. Any other works assigned from time to time.
3.	Jiteshwar Keisham, Joint Director(SW)	a. Drawing & Disbursing Officer (DDO) b. Aged Programme and Old Age Pension Scheme c. Matters related to Disabilities programme d. Drugs e. Bal Bhavan f. Mission Vatsalya g. Manipur Commission for Protection of Child Rights. h. Related Court cases and RTI matters. i. Any other works assigned from time to time
4.	Md. Ziour Rahaman, Chief Finance Officer	a. Head of Internal Finance Division b. Budget and Planning c. Audit and Accounts matters d. Related Court cases and RTI matters e. Any other works assigned from time to time
5.	Binobala Nongmeikapam, Deputy Director (Women Programme)	a. Mission Shakti b. Welfare Training Institute c. Manipur State Women Development Corporation Ltd. d. Manipur State Commission for Women

		e. Related Court cases and RTI matters. f. Any other works assigned from time to time.
6.	K. Saroja Devi, Deputy Director (Children Programme)	a. Mission Vatsalya b. Drugs c. Transgender d. National Creche Scheme e. Manipur State Bal Bhavan f. Related Court cases and RTI matters. g. Any other works assigned from time to time.
7.	L. Dhaneshwor Singh, Deputy Director (Social Welfare)	a. Old Age Pension Scheme (both NSAP & MOAPS) b. Aged matters c. CMWPS d. Monitoring of Planning & Evaluation e. Related Court cases and RTI matters f. Any other works assigned from time to time.
8.	A.S Robinson, Deputy Director (Disability)	a. Matters relating to Disability programme/ scheme including Special Schools b. Related Court cases and RTI matters c. Any other works assigned from time to time

Note: Shri K. Jiteshwar, JD(SW) and Shri Bantee Singh K, JD(ICDS) will be link officer for each other.

By orders & in the name of Governor,

G. Gangmei Ganguilu
31/3/23

(Gangmei Ganguilu)
Joint Secretary (Social Welfare),
Government of Manipur

Copy to:

1. PPS to Hon'ble Minister(SW), Manipur,
2. PS to the Additional Chief Secretary(SW), Government of Manipur,
3. Director (SW), Manipur,
4. Officers concerned,
5. Guard file.

58

GOVERNMENT OF MANIPUR
SECRETARIAT: SOCIAL WELFARE DEPARTMENT

ORDERS

Imphal, the 3rd December, 2021

No. CSSS-202(5)/3/2021-SW-SW : The Governor of Manipur is pleased to allow the existing District Child Protection Units (DCPUs) to hold interim charge/duties for the adjoining 7(seven) newly created districts in addition to their normal duties as stop gap arrangement without any extra remuneration with immediate effect and until further order:-

Sl. No.	Present place of posting of the DCPU	7(seven) new districts
1	DCPU, Imphal East	Jiribam District
2.	DCPU, Thoubal	Kakching District
3.	DCPU, Chandel	Tengnoupal District
4.	DCPU, Ukhrul	Kamjong District
5.	DCPU, Churachandpur	Pherzawl District
6.	DCPU, Tamenglong	Noney District
7.	DCPU, Senapati	Kangpokpi District

By Orders and in the name of the
Governor

Digitally signed by SONIA
OINAM

Date: Fri Dec 03 12:32:16 IST
2021

Reason: Approved

(Dr. Sonia Oinam)

Deputy Secretary (Social
Welfare),

Government of Manipur.

Copy to: -

1. PPS to the hon'ble Chief Minister, Manipur.
2. Accountant General, Manipur, Imphal.
3. Secretary (Social Welfare), Government of Manipur.
4. Deputy Commissioner concerned
5. Director (Social Welfare), Manipur.

DD/CP
2 DD/SW

Annexure - II
-255-

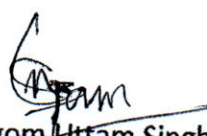
**GOVERNMENT OF MANIPUR
DIRECTORATE OF SOCIAL WELFARE**

O R D E R S

Imphal, the 5th October, 2023

No. 6/15/2016-D(SW)RTI: In supersession of all previous orders in this regard, under Section 19 and sub-section (1) & (2) of Section 5 of the Right to Information Act, 2005, the following Officers are hereby designated as 1st Appellate Authority, State Public Information Officer and Assistant State Public Information Officer in respect of Directorate of Social Welfare, Manipur and sub-ordinate District Offices.

Sl. No.	Name of Officers	Designation under RTI Act, 2005
1.	Director, Social Welfare, Manipur	1 st Appellate Authority
2.	1. Deputy Director (ICDS) 2. Deputy Director (Disabilities) 3. Deputy Director (Women Programme) 4. Deputy Director (Children Programme) 5. Deputy Director (Social Welfare) Social Welfare, Manipur. 6. Special Officer (SNP), Social Welfare	State Public Information Officer
3.	Next to Junior Officers to Deputy Directors concerned	Assistant State Public Information Officer
4.	District Social Welfare Officers, District Programme Officers, District Child Protection Officers.	State Public Information Officer in their respective districts.


(Ngangom Uttam Singh)
Director (Social Welfare)
Manipur

Copy to:

1. State Chief Information Commissioner, Manipur.
2. Commissioner (Social Welfare), Government of Manipur.
3. Joint Director (ICDS), Social Welfare Department, Manipur.
4. Joint Director (Social Welfare), Social Welfare Department, Manipur.
5. Deputy Directors concerned, Social Welfare Department, Manipur.
6. DSWOs, DPOs, DCPOs and SO(SNP).
7. Officers concerned. They will collect all the necessary documents and furnish the same through Deputy Directors concerned, Social Welfare Department, Manipur.
8. Guard file.

**District wise no. of beneficiaries for State Funded Schemes for the welfare of Persons with Disabilities, Senior Citizens and Widows implemented by
Social Welfare Department**

Sl.No.	Name of District	Name of Scheme & No. of existing beneficiaries <i>as on</i> —			
		Care Giver Allowance to the Persons with Disabilities with High Support Needs under CMST	Disability Pension Scheme under CMST	Manipur Old Age Pension Scheme	Chief Minister Widow Pension Scheme
1	Bishnupur	1340	70	11045	1669
2	Churachandpur	606	29	3323	438
3	Chandel	196	3	976	150
4	Imphal-East	1940	117	17524	1977
5	Imphal-West	2259	216	18910	2590
6	Jiribam	88	7	1664	132
7	Kakching	572	34	6113	736
8	Kamjong	28	9	1165	119
9	Kangpokpi	204	18	3476	353
10	Noney	143	20	900	93
11	Senapati	374	30	2418	336
12	Thoubal	1061	87	8296	1024
13	Tamenglong	282	33	1606	161
14	Tengnoupal	88	16	1478	216
15	Ukhruì	452	55	3090	327
16	Pherzawl	NIL	70	846	25
	TOTAL	9633	744	82830	10346

Statement of District wise no. of Beneficiaries under National Social Assistance Programme *as on* —

Sl.No.	District	National Social Assistance Programme (CENTRAL SCHEME)	
		Total Beneficiaries (IGNOAPS)	Total Beneficiaries (IGNWPS)
1	BISHNUPUR	5991	667
2	CHANDEL	1030	110
3	CHURACHANDPUR	3980	520
4	IMPHAL EAST	8373	1834
5	JIRIBAM	508	92
6	IMPHAL WEST	11010	1848
7	KAKCHING	2826	321
8	TAMENGLONG	1866	208
9	NONEY	612	83
10	KANGPOKPI	3784	371
11	SENAPATI	4158	289
12	THOUBAL	5687	548
13	KAMJONG	956	86
14	UKHRUL	2910	339
15	PHERZAWL	797	49
16	TENGNOUPAL	961	153
TOTAL		55449	7518