

DISCLOSURE UNDER SECTION 4 OF RTI ACT
(IN RESPECT OF DIRECTORATE OF SERICULTURE, GOVERNMENT OF MANIPUR)

1. The particulars of its organisations, functions and duties;

Directorate of Sericulture located at Sangaipat, Imphal East, Manipur, 795004 is the Head of Department overlooking the following transaction of business under the Government of Manipur:-

- i. Matters relating to technical Support and Motivational Inputs to Sericulturists for Sericulture Department.
- ii. All matters relating to:-
 - a. Popularisation of Sericulture as a means of earning and employment generation.
 - b. Matters relating to legalization of silkworm egg production, e.g., seed quarantine and expansion of silkworm food plants cultivation.
 - c. Extension programmes for demonstration and manufacturing silk reeling & spinning and follow up action.
 - d. Research and Development of Sericulture.
 - e. Production of Silk Yarn, dress materials and furnishing and export & import of the same.
 - f. Conservation of environment relating to Sericulture activities.
 - g. Expansion of Sericulture and its related activities in the state.
 - h. Establishment and Account matters.

2. The powers and duties of its officers and employees;

All matters requiring consideration, sanctions and approval of the Head of Department for business allocated under the Department.

3. The procedure followed in the decision-making process, including channels of supervision and accountability.

Currently during the year 2025, the Head of Department of Sericulture, Manipur consists of the following officials, officers and staff in the hierarchy for Supervision and accountability:

1. Director
2. Joint Director
3. Deputy Director
4. Assistant Director

(A) Ministerial Staff:

1. Sr. Administrative Officer
2. Sr. Finance Officer
3. Finance Officer
4. System Engineer
5. Senior Accountant
6. Head Clerk
7. Upper Division Clerk (UDC)
8. Lower Division Clerk (LDC)
9. Stenographer
10. Driver
11. Peon/Chowkidar

(B) Technical Staff:

1. Principal
2. Superintendent
3. Inspector
4. Co-operative Inspector
5. Mechanic
6. Store Keeper
7. Farm Overseer (FO)
8. Computer Encoder
9. Electrician
10. Boiler Foreman
11. Rearer
12. Cleaner

4. The norms set by it for the discharge of its functions;

As per general instructions provided under Delegation of Financial Powers Rules set by Finance Department, OM's issued by Finance Department regarding tender procedures etc., various recruitment and Service RR issued by Department of Personnel and general Office Procedure.

5. The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging its functions;

None other than general rules and regulations etc. issued by Finance Department, Department of Personnel etc.

6. A statement of the categories of documents that are held by it or under its control;

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| (1) Head of Department | i) Appointment
ii) Service Matter
iii) Establishment |
| (2) Miscc-Miscellaneous | i) Parliament/Assembly |
| (3) POC-Policy | ii) Reports |
| (4) SCHP-Schemes/Projects | i) NERTPS-ISDP Valley
ii) NERTPS-ISDP Hill
iii) NERTPS-Eri Spun Mill
iv) NERTPS
v) RKVY
vi) Others |

7. The particulars of any arrangement that exists for consultation with, or representation by, the manners of the public in relation to the formulation of its policy or implementation thereof;

Nothing in particular. Accessible to public during office hours and entry to Directorate Office of Sericulture, Sangaipat as regulated by the Head of Department of Sericulture, Government of Manipur.

8. 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;

Not applicable.

9. A directory of its Officers and employees;

1. Director
2. Joint Director
3. Deputy Director
4. Assistant Director

(A) Ministerial Staff:

1. Sr. Administrative Officer
2. Sr. Finance Officer
3. Finance Officer
4. System Engineer
5. Senior Accountant
6. Head Clerk
7. Upper Division Clerk (UDC)
8. Lower Division Clerk (LDC)
9. Stenographer
10. Driver
11. Peon/Chowkidar

(B) Technical Staff:

1. Principal
2. Superintendent
3. Inspector
4. Co-operative Inspector
5. Mechanic
6. Store Keeper
7. Farm Overseer (FO)
8. Computer Encoder
9. Electrician
10. Boiler Foreman
11. Rearer
12. Cleaner

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

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| 1. Director | - Level 14 of ROP 2019 |
| 2. Joint Director | - Level 13 of ROP 2019 |
| 3. Deputy Director | - Level 12 of ROP 2019 |
| 4. Assistant Director | - Level-9 of ROP 2019 |

(A) Ministerial Staff:

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|-------------------------------|------------------------|
| 1. Sr. Administrative Officer | - Level 13 of ROP 2019 |
| 2. Sr. Finance Officer | - Level 13 of ROP 2019 |

3.	Finance Officer	- Level 9 of ROP 2019
4.	System Engineer	- Level 9 of ROP 2019
5.	Senior Accountant	- Level 7 of ROP 2019
6.	Head Clerk	- Level 7 of ROP 2019
7.	Upper Division Clerk (UDC)	- Level 5 of ROP 2019
8.	Lower Division Clerk (LDC)	- Level 4 of ROP 2019
9.	Stenographer	- Level 3 of ROP 2019
10.	Driver	- Level 3 of ROP 2019
11.	Peon/Chowkidar	- Level 1 of ROP 2019

(B) Technical Staff:

1.	Principal	- Level 12 of ROP 2019
2.	Superintendent	- Level 8 of ROP 2019
3.	Inspector	- Level 6 of ROP 2019
4.	Co-operative Inspector	- Level 6 of ROP 2019
5.	Mechanic	- Level 6 of ROP 2019
6.	Store Keeper	- Level 5 of ROP 2019
7.	Farm Overseer (FO)	- Level 3 of ROP 2019
8.	Computer Encoder	- Level 3 of ROP 2019
9.	Electrician	- Level 3 of ROP 2019
10.	Boiler Foreman	- Level 6 of ROP 2019
11.	Rearer	- Level 1 of ROP 2019
12.	Cleaner	- Level 1 of ROP 2019

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Demand No. 39 – Sericulture

2851- Village and Small Industries (Voted) 8894 lakhs

604851- Capital Outlay on Village and Small Industries (Voted) 830 lakhs

Total- Demand No. 39 (Voted) 9724.60

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

In the annual budget 2025-26, a subsidy amount of Rs. 4 lakhs is allocated. These subsidies are provided to the beneficiaries who perform commendable work in basic Silkworm rearing, seed cocoon production, etc. These subsidy programmes are executed through DBT to the beneficiaries Bank Accounts.

13. Particulars of recipients of concessions, permits or authorizations granted by it.

Not applicable.

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

With the adoption of e-office all files are digitized.

15. 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.

None.

16. The names, designations and other particulars of the Public Information Officers.

Name of Administrative Unit	1 st Appellate Authority	State Public Information Officer (SPIO)	Assistant State Public Information Officer (ASPIO)
Directorate of Sericulture, Manipur	Director (Sericulture)	Assistant Director (Tasar), Hd. Qtr.	District Sericulture Officers

17. Such other information as may be prescribed; and thereafter update these publications every year.

Not applicable.

Data as on 07-05-2025.