

### 1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/Reference Points(fully met/partially met/not met/not applicable/will be treated as fully met/
1.1.	Particulars of its organisation, functions and duties {Section 4(1)(b)(i)}	(i) Manipur State Commission for Women, D.C.Imphal West Office Complex, Lamphelpat – 795004.	
		(ii) Chairperson	
		(iii) To promote welfare, status and bring empowerment to the women of the State.	

(iv) FUNCTIONS OF THE MANIPUR  
STATE COMMISSION FOR  
WOMEN

Section (10) of the Manipur State Commission for Women Act, 2006 stated that

(1) Subject to the provision of this Act, the Commission shall perform all or any of the following functions:-

(a) investigate and examine all matters relating to the safeguard provided for women under the Constitution of India (hereinafter referred to as the Constitution) and other laws and recommend steps to be taken by the State Government for effective implementation of such safeguard;

(b) undertake promotional and educational research so as to suggest ways of ensuring due representation of women in all spheres and identify factors responsible for impeding their advancement, such as, lack of access to housing and basic services, inadequate support service and technologies for reducing drudgery and occupational health hazard and for increasing their productivity;

(c) Take up cases of violation of the provisions of the Constitution and other laws relating to Women in the State with the appropriate authorities;

(d) Look into complaints and take suo moto notice of matters relating to:-

i) Deprivation of women's rights;

ii) Non-implementation of laws enacted to provide protection and also to achieve the objectives of equality and development of women;

iii) Non-compliance of policy decisions, guidelines, and instructions aimed at mitigating hardship and ensuring welfare and providing relief to women and to take up issues arising out of such matters with appropriate authorities;

(a) call for special studies or

		<p>investigation into specific problems or situation arising out of discrimination and atrocities against women and identify the constraints so as to recommend strategies for their removal;</p> <p>(b) evaluate the progress of the welfare and development of women in the state;</p> <p>(c) inspect or cause to be inspected jails, remand homes, women's institutions or other places of custody where women are kept as prisoners or otherwise and take up with the authorities concerned for remedial action, if found necessary;</p> <p>(d) make periodical reports of the Government on any matter pertaining to women and in particular various difficulties under which women toil;</p> <p>(e) any other matter which may be referred to it by the State Government</p> <p>(f) funding of litigation involving issues affecting a large body of women;</p> <p>(g) participate and advice on the planning process of socio-economic development of women.</p> <p>(h)(2)The Commission shall, while investigating any matter referred to in sub-clauses (a) and (d) of sub-section (1), have all the powers of a Civil Procedure, 1908, while trying a suit and, in particular, in respect of the following</p>	
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		<p>matters, namely:-</p> <p>(a) Summoning and enforcing the attendance of any person from any part of India and examining him on oath;</p> <p>(b) Requiring the discovery and production of any document;</p> <p>(c) Receiving evidence on affidavits;</p> <p>(d) Any other matters which may be prescribed.</p> <p>(v) (i) Chairperson (ii) Three Members (iii) Member Secretary</p> <p>(vi) NA</p>	
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1.2.	Power and duties of its officers and employees {Section 4(1)(b)(ii)}	<p><b>1. Powers and duties of the Member Secretary :- The Member Secretary shall –</b></p> <ul style="list-style-type: none"> <li>(a) have powers to execute all decisions taken by the Commission in order to carry out the powers and functions of the Commission as provided in Sections 10 and 15;</li> <li>(ii) exercise and discharge such powers and perform such duties as are require for proper administration of the affairs of the Commission and of day-to-day management;</li> <li>(iii) convene the meetings of the Commission in consultation with Chairperson and serve notices of the meetings to all concerned;</li> <li>(iv) take steps to ensure the quorum required for convening a meeting of the Commission is secured;</li> <li>(v) prepare in consultation with the Chairperson, the agenda for each meeting of the Commission and such notes shall, as far as possible, be self-contained;</li> <li>(vi) make available specific files covering the agenda items to the Commission reference;</li> <li>(vii) ensure that the agenda papers are circulated to the Members at least two days working days in advance of the meeting except in cases</li> </ul>	
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		<p>when urgent attention required;</p> <p>(viii) prepare the minutes of the meetings of the Commission and shall execute the decisions of the Commission taken in the meeting and shall also ensure placing of the Action Taken Note of the decisions of the Commission in its subsequent meetings before the Commission;</p> <p>(ix) ensure that the procedure of the Commission is followed by it in transaction of its business;</p> <p>(x) take up all such matters with the State Government for release of grants, posts creation, revision of scales, procurement of vehicles, appointment of staffs, laying annual and audit report in the Legislative Assembly, permitting and Officer of the Commission for deputation abroad and any other matter requiring the approval of the State Government;</p> <p>(xi) exercise such financial powers as are delegated to him/her by the Chairperson on behalf of the Commission;</p> <p>Provided that no expenditure on an item exceeding twenty thousand rupees shall be incurred without the sanction of the Chairperson subject to a maximum of five lakh rupees in a financial year.</p>	
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		<p>(xii) Be the appointing and disciplinary authority in respect of Officers and other employees of the Commission.</p> <p>(ii) NA</p> <p>(iii) The Manipur State Commission for Women Rules,2024</p> <p>(iv) NA</p> <p>(v) As per need basis, Member Secretary of the Commission allocates work to the staff.</p>	
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1.3.	Procedure followed in decision making process {Section 4(1)(b)(iii)}	(i) Process of decision making Identify key decision-making points	All decisions are taken in the monthly meeting chaired by the Chairperson
		(ii) Final decision-making authority	Chairperson
		(iii) Related provisions, acts, rules, etc	The Manipur State Commission for Women Act,2006 and Rules,2024
		(iv) Time limit for taking a decision, if any	NIL
		(v) Channel of supervision and accountability	Normal office procedure
1.4	Norms for discharge of functions {Section 4(1)(b)(iv)}	(i) Nature of functions/services offered	Women centric programmes, women empowerment, case study,
		(ii) Norms/standards for functions/ service delivery	All actions are taken in compliance with provisions of Act and Rules
		(iii) Process by which these services can be accessed	Online as well as offline
		(iv) Time-limit for achieving the targets	NIL
		(v) Process of redress of grievances	Routine hearing, spot inquiry, awareness programme
1.5	Rules, regulations, instructions manual and records for discharging functions (Section 4(1)(b)(v))	(i) Title and nature of the record/manual/instruction.	NA
		(ii) List of Rules, regulations, instructions manual and records	NA
		(iii) Acts/Rules manual, etc	NA
		(iv) Transfer policy and transfer orders	NA
1.6	Categories of documents held by the	(i) Categories of documents	NA

	authority under its control {Section 4(1)(b)(vi)}	(ii)Custodian of documents/categories	Office Assistant
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority {Section 4(1)(b)(viii)}	(i) Name of Boards, Council, Committee, etc	Expert committee on law
		(j) Composition	(i)Dr.Chongtham Narendra Singh, Advocate (ii)Santa Khaidem, Advocate (iii) Th.Rajkishore, Advocate (iv) Momota Oinam, Advocate and (v) Firdawsi Choudhury ,Advocate
		(k) Dates from which constituted	22.07.2024
		(l) Term/Tenure	1(one) year
		(m) Powers and functions	Right to attend the meetings of the committee and take part in its proceedings but shall not have the right to vote
		(n) Whether their meeting are open to the public?	No, limited to Commission's jurisdiction
		(o) Place where the minutes if open to the public are available?	NA
1.8	Directory of officers and employees {Section4(1)(b)(ix)}	(i) Name and designation  (ii) Telephone, fax and email ID	(i) Waikhom Pahajatombi Devi, Member Secretary (ii) Kh.Somarendro Singh, Computer Op. cum Office Assistant (iii) Md.Ashad, Driver (iv) Salam Itocha Singh, Peon cum Chowkidar (v) Thokchom Sarjubala Devi, IT
1.9	Monthly remuneration received by officers & employees including system of compensation {Section 4(1)(b)(x)}	(i) List of employees with Gross monthly remuneration	NA
		(ii) System of compensation as provided in its regulations	NA

1.10	Name, designation and other particulars of public information officers {Section 4(1)(b)(xvi)}	(i) Name and designation of the public information officer(PIO), Assistant Public Information(s) & Appellate Authority	Waikhom Phajatombi Devi, Member Secretary
		(ii) Address, telephone numbers and email ID of each designated official	Manipur State Commission for Women, 9862566946
1.11	No. of employees against whom Disciplinary action has been proposed/taken {Section4(2)}	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL
		(ii) finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI {Section 26}	(i) Educational programmes	NA
		(ii) Efforts to encourage public authority to participate in these programmes	Need basis RTI awareness sessions with law committee advisors conducted
		(iii) Training of CPIO/APIO	NA
		(iv)Update & publish guidelines of RTI by the Public Authorities concerned	NA
1.13	Transfer policy and transfer orders {F No. 1/6/2011-IR dt. 15.4.2013}		NA

## 2.Budget and Programme

S.No.	Item	Details of disclosure	Remarks/Reference Points(fully met/partially met/not met/not applicable/will be treated as fully met/
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. {Section 4(1)(b) (xi)}	(i) Total Budget for the public authority	Rs.87,00,000/-
		(ii) Budget for each agency and plan & programmes	Rs.52,30,000/- (approx.) for programmes
		(iii) Proposed expenditures	Rs.87,00,000/-
		(iv) Revised budget for each agency, if any	NIL
		(v) report on disbursements made and place where the related reports are available	NA
2.2	Foreign and domestic tours (F No. 1/8/2012 – IR dt.11.9.2012)	(i) Budget	As per requirements
		(ii)Foreign and domestic tours by ministries and officials of the rank of Jt. Secretary to the Government and above as well as the heads of the Department. (a) Place visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit	Domestic Ayodhya, Uttar Pradesh 9 <sup>th</sup> & 10 <sup>th</sup> April,2025 4(four) Rs.2:00 lakhs
2.3	Manner of execution of subsidy programme {Section 4(1)(b)(xii)}	(i) Name of the programme activity	NA
		(ii)Objective of the programme	NA
		(iii) Procedure to avails benefits	
		(iv) Duration of the programme/scheme	NA
		(v) Physical and financial targets of the programme	NA
		(vi) Nature/scale of subsidy/amount	NA

2.4.	Discretionary and non – discretionary grants {F No.1/6/2011-IR dt. 15.04.2013}	(i) Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/ other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority {Section 4(1)(b)(xiii)}	(i) Concessions, permits or authorizations granted by public authority	NA
		(ii) For each concession, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/grant and/or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions/ permits of authorisations	NA
2.6	CAG & PAC paras {F No.1/6/2011-IR dt. 15.4.2013}	CAG and PAC paras and the action taken reports(ATRs) after these have been laid on the table of both houses of the parliament	NA

### 3. Publicity Band Public Interface

S.No.	Item	Details of disclosure	Remarks/Reference Points(fully met/partially met/not met/not applicable/will be treated as fully met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof {Section 4(1)(b)(vii)} [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens  (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applications	NA  NA
3.2	Are the details of policies/decisions, which affect public, informed to them {Section 4(1)(c)}	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive: (i) Policy decisions/legislations taken in the previous year	
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public {Section 4(3)}	Use of the most effective means of communication (i) internet(website)	manipurwomencommission.gov.in
3.4	Form of accessibility of information manual/handbook {Section4(1)(b)}	Information manual/handbook available in (i) Electronic format	Through Commission's website
		(ii) Printed format	Available in the Office

3.5	Whether information manual/ handbook available free of cost or not {Section 4(1)(b)}	List of materials available (i) free of cost	Annual report
		(ii) At a reasonable cost of the medium	Books published by the Commission

#### 4. E-Governance

S.No.	Item	Details of disclosure	Remarks/Reference Points(fully met/partially met/not met/not applicable/will be treated as fully met)
4.1	Language in which Information/Manual / Handbook Available {F No 1/6/2011-IR dt.15.4.2013	(i)English	English
		(ii) Vernacular/Local Language	
4.2	When was the information Manual/Handbook last updated? {F No 1/6/2011-IR dt 15.4.2013?	Last date of Annual updation	NA
4.3	Information available in electronic form {Section 4(1)(b)(xv)}	(i) Details of information available in electronic form	NA
		(ii) Name/title of the document/ record/ other information	NA
		(iii) Location where available	NA
4.4	Particulars of facilities available to citizen for obtaining information {Section 4(1)(b)(xv)}	(i) Name and location of the faculty (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (phone, fax, email)	NA
4.5	Such other information as may be prescribed under section 4(1)(b)(xvii)	(i) Grievance redressal mechanism	Through counselling and routine case hearing
		(ii) Details of applications received under RTI and information provided	1(one) during FY 2024-25
		(iii)List of completed schemes/ projects/ programmes	Action Plan programmes 2024-25
		(iv)List of Schemes/projects/ programme underway	Action Plane programmes 2024-25

		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		(vi) Annual Report	Available
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as (a) Citizen's Charter	NA
		(b) Result Framework Document  (c) Six monthly reports on the	NA
		(d) Performance against the benchmarks set in the Citizen's Charter	NA
4.6	Receipt & Disposal of RTI applications & appeals {F No 1/6/2011-IR dt.15.04.2013}	(i) Detail of applications received and disposed	
		(ii) Details of appeals received and orders issued	
4.7	Details of questions asked and replies given		



## 5.Information as may be prescribed

S.No.	Item	Details of disclosure	Remarks/Reference Points(fully met/partially met/not met/not applicable/will be treated as fully met)
	5.1 Such other information as may be prescribed {F No 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013	(i) Name & details of (a) Current CPIO & FAAs	WAikhom Phajatombi Devi (SPIO) & Commissioner(SW), Govt. of Manipur
		(b) Earlier CPIO & FAAs from 1.1.2015	Lourembam Dayabati Devi (SPIO) & Ulka Salam
		(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	NA
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary / Additional HoD (a) Date of appointment (b) Name & Designation of the officers	25.06.2025 Waikhom Phajatombi Devi, Member Secretary, MSCW
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Date from which constituted (b) Name & Designation of the Officers	22.07.2024 1. Dr.Ch.Narendra Singh, Advocate 2. Santa Khaidem, Advocate 3. Th.Rajkishore, Advocate
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the officers	NA

## 6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/Reference Points (fully met/partially met/not met/not applicable/will be treated as fully met)
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information		
6.2	Guidelines for Indian Government Website (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievance and Pensions, Govt. of India)	(i) Whether STQC certification obtained and its validity	NA
		(ii) Does the website show the certificate on the Website	NA