

**GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS DIVISION)**

THE DEPARTMENT IS DEALING WITH :

- All matters relating to Administrative Reforms.
- All matters relating to State Academy of Training.
- "Matters relating to the Right to Information Act, 2005 and co-ordination with the Departments in connection with implementation of the Act and Rules framed there under".
- Framing of Incentive Scheme for the Government Employees for Good Governance.
- AR Department is manned by Principal Secretary, Deputy Secretary and Section at present.
- AR- Department is the Administrative Department of
 - A) State Academy of Training , Takyelpat and
 - B) Manipur Information Commission (MIC)

STATE ACADEMY OF TRAINING

- Established in the year 1985.
- Located at Takyelpat, Imphal West.
- Declared as State Apex Training Institute under State Training Policy, 2013.

FUNCTIONS

- Conducts Induction Training Programme of new recruits.
- Conducts Foundation Course Training for organized service probationers (IAS/MCS/MPS/MFS/MSS/MES).
- Conducts Computer Literacy Trainings.
- Conducts Refresher Courses for Mid Level Officials.
- Conducts regular Service & Accounts Training for ministerial staff.
- Organized regular qualifying exams for Govt. employees.
- Dealt with payment Cash Incentive to the successful candidates of select competitive examination conducted by UPSC.

HUMAN RESOURCES

- Academy has got its own regular staff on Group C & D level.
- Group A level Officers (*Addl. Director/Dy. Director/Administrative Officer*) are manned by the MCS/MFS on deputation.
- Academy has no regular faculties except for Computer Training.

BUDGETARY ALLOCATION

Sl. No.	Particular	Amount (in lakhs)
1.	Salary	317.00
2.	Office Expenses	82.00
3.	Professional Services	27.5
4.	Information Technology	5.00
5.	Capacity Building Programme	120.00
6.	Cash Incentive to Candidates	60.00
7.	Repairing Charges	16.00
	Total	627.50

IMPLEMENTATION OF PROJECTS/PROGRAMMES

(Civil Works)

Sl. No.	Particulars	Amount (in lakhs)	Status	Remark
1.	Improvement of Parking Lot	16.50	50% completed	Executed through MTDC
2.	Blacktopping of Approach Road	9.30	Just started	- do -

IMPLEMENTATION OF PROJECTS/PROGRAMMES

(Training)

- Implementation of Short Term (3 days) Training Programmes sponsored by DoPT, Govt. of India started.
- State Govt. Sponsored Training Programme started.
- Started organizing Department Specific Induction Training Programmes.
- District Training Programme of IAS Probationers started.
- Sanctioned Cash Incentive to successful candidates of UPSC Exam (*Encashment Permission awaited*)

ACTION PLAN, 2017-18

(Civil Works)

Sl. No.	Particulars	Amount (in lakhs)	Remark
1.	Repairing of Hostel Block	6.00	Hostel of the Academy constructed in 90's requires some repairing specially refurbishing of the rooms.
2.	Repairing of Administrative Block	10.00	Administrative Block of the Academy constructed in the 80's requires repairing & repainting of both the walls & roof.

Note: If additional fund is available the Academy is planning to construct one Auditorium, one Library & one Water Treatment Plant

ACTION PLAN, 2017-18

(Training)

Sl. No.	Training Programme	Duration	Trainees	No. of Programmes
1.	State Accounts Training	6 months	Group C	2
2.	DDOs Training	1 week	Group A & B	6
3.	Office Procedure	15 days	Group C	3
4.	Computer Training	3 weeks	Group B & C	3

5.	Service Matters	1 week	Group B & C	3
6.	Management Development Programme	3 days	MCS/MFS	1
7.	Management Development Programme	3 days	MSS	1

Note: *If additional fund is received the Academy is planning to organize department specific training programmes as capacity building programmes for concerned employees.*

Current Issues

A State Academy of Training (SAT)

- Budget enhancement for infrastructure/ Training Programmes.
- Strengthening of Core faculty(Management, Economics, Law etc) and staff
- With Manipur Technical University utilizing all the major facilities at the Academy, training programmes are seriously affected.
- Lack of proper infrastructural facilities such as Library, Auditorium, Faculty Guest House, Indoor Stadium, One-Stop Shop, etc which are required to be arranged to make the Academy a proper Apex Institute.
- Security concerns for the Academy.

B). Manipur Information Commission (MIC)

- Constituted on 12-09-2006.
- Functioning under State Chief Information Commissioner.
- Budgetary provision of 48 Lakhs only & under GAD Head.
- Separate DDO required (presently Deputy Secretary / GAD is DDO).
- Creation of 2 posts of Asstt. Registrars (Judicial).

Submitted along with a soft copy for preparation of Background paper of the Editors Conference at be held from 25th to 27th June, 2017.