

SUO MOTU DISCLOSURES
(As Per Section – 4(1)(b) of the RTI Act, 2005)

MANIPUR STATE KALA AKADEMI
(An Autonomous Body under Department of Art & Culture, Government of Manipur)

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PROACTIVE DISCLOSURE ON RTI ACT 2005,
MANIPUR STATE KALA AKADEMI
(An Autonomous Body under Art & Culture Department, Government of Manipur)

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

- a) Manipur State Kala Akademi was established in 1972 as a cultural agency of the Government of Manipur entrusted with the task of reviving, promoting and enriching the art and culture of Manipur. It functions as an autonomous body of the Government of Manipur under the Department of Art & Culture. It is located inside Khuman Lampak Sports Complex, Imphal -795001, Manipur.
- b) The Hon'ble Governor of Manipur is the ex-officio Chairman of Manipur State Kala Akademi and the Hon'ble Minister holding the portfolio of Art & Culture, its Vice-Chairman. The Administrative Secretary (Finance), Government of Manipur is the Financial Adviser of the Akademi.
- c) The authorities of Manipur State Kala Akademi are i) General Council consisting of 39 members, ii) Executive Board consisting of 12 members, iii) Finance Committee consisting of 6 members and iv) five Standing Committees and two Advisory Committees consisting of 7 members each.
- d) The Secretary, Manipur State Kala Akademi is the principal executive officer of the Akademi and also the ex-officio secretary of the General Council, Executive Board, Finance Committee, the Standing Committees and all other Committees or Sub-Committees constituted by the General Council or the Executive Board.
- e) **Office Timings:**
Summer (March to October) From 9:00 a.m. to 5:30 p.m.
Winter (November to February) From 9:00 a.m. to 5:00 p.m.

Proactive disclosure under Section 4(1)(b)(ii): The power and duties of its officers and employees:

Sl. No.	Designation	Power & Duties
1.	Secretary	Acts as the principal executive officer of Manipur State Kala Akademi. Implements various programmes and projects relating to art and culture of Manipur that are approved by the Executive Board and General Council of the Akademi. Responsible for overall supervision of the office of the Akademi.
2.	Deputy Secretary (Dance-Drama-Music)	To assist the Secretary in discharging his/her duties on matters relating to dance, drama and music.
3.	Deputy Secretary (Literature & Publication)	To assist the Secretary in discharging his/her duties on matters relating to literature and publications.
4.	Deputy Secretary (Fine Art)	To assist the Secretary in discharging his/her duties on matters relating to fine arts.
5.	Deputy Secretary (Library & Archives)	To assist the Secretary in discharging his/her duties on matters relating to library, archives and museum.
6.	Programme Officer	To assist the Deputy Secretary (Dance-Drama-Music) on matters relating to dance, drama, music.
7.	Archivist	To assist the Deputy Secretary (Library & Archives) on matters relating to archives and museum.
8.	Accounts Officer	To assist the Secretary on matters relating to accounts and administration.
9.	Senior Accountant	To assist the Accounts Officer on matters relating to accounts.
10.	Office Superintendent	To assist the Accounts Officer on matters relating to administration.
11.	Librarian	To assist the Deputy Secretary (Library & Archives) on matters relating to library.
12.	Asst. Editor	To assist the Deputy Secretary (Literature & Publications) on matters relating to literature & publications.
13.	Exhibition Officer	To assist the Deputy Secretary (Fine Arts) on matters relating to fine arts.
14.	Steno Grade I/P.A.	Personal Assistant of Secretary, Manipur State Kala Akademi.
15.	Production Assistant	To assist the Archivist.
16.	Recording Technicians	Assist the Deputy Secretaries in the audio-visual documentation of the various programmes of Manipur State Kala Akademi.
17.	Technician (Photographer)	To assist the Recording Technicians.
18.	Library Asst.	To assist the Librarian.
19.	Publication-cum-Sales Asst.	To assist the Asst. Editor.
20.	UDC	To assist the Senior Accountant and Office Superintendent.
21.	Steno Grade II	To assist Steno Grade I.
22.	LDCs	Dealing assistant of UDC and Deputy Secretaries.
23.	Driver	Driving and maintenance of official vehicle of the Secretary.
24.	Asst. Technician (Sound)	To assist the Recording Technicians.
25.	Counter Attendant	To assist the Library Asst.
26.	Grade IVs	Attached to the officers of the Akademi and maintenance of security and cleanliness etc.

Proactive disclosure under Section 4(1)(b)(iii): Procedure followed in the decision-making process, including channels of supervision and accountability.

Administrative and Financial matters are dealt as per the Constitution and Services Bye-Laws of the Akademi and also as per Government of Manipur Guidelines, Rules and Regulations and Office procedure issued from time to time.

A chart showing channels of supervision and accountability generally followed is shown below:

Sl. No	Matter	Level of Final Disposal	Channel of submission.
1.	Matters relating to performing art	Secretary	DA/DS (DDM)/ Secretary
2.	Matters relating to literature and publications	Secretary	DA/DS (L&P)/ Secretary
3.	Matters relating to fine arts	Secretary	DA/DS (L&P)/ Secretary
4.	Matters relating to library, archives & museum	Secretary	Library Asst./DS (L&A)/Secretary
5.	Matters relating to archives & museum	Secretary	DA/Archivist/DS (L&A)/Secretary
6.	Matters relating to Awards	General Council	DA/DS (L&P)/Secretary/Jury (in case of awards in literature and fine art)/ Executive Board/General Council
7.	Matters relating to Fellowship and Scholarship	General Council	DA/DS (DDM)/Secretary/Selection Committee/Executive Board/General Council
8.	Matters relating to grant of recognition to cultural organisations	General Council	DA/DS (DDM)/Secretary/Sub-Committee/Executive Board/General Council
9.	Annual Administrative Report	Secretary	DA/DS (L&P)/Secretary
10.	Matters relating to Recruitment Rules	Executive Board	DA/DS (L&A)/ Secretary/ Sub-Committee for Reviewing & Drafting of RRs/Executive Board
11.	Matters relating to RTI	Secretary	SPIO/Appellate authority in case of 1st appeal.

Proactive disclosure under Section 4(1)(b)(iv): Norms set by for discharge of functions.

Information sought under RTI Act, 2005 is furnished to the applicants directly as early as possible within the frame of the RTI Act, 2005.

For administrative functions, norms, rules and guidelines provided in the Constitution and Services Bye-Laws and also those issued by the State Government from time to time are followed for discharging the functions.

Proactive disclosure under Section 4(1)(b)(v): Rules, Regulations, and instructions, manuals and records held by it or under the control or used by employees for discharging functions.

- i) Constitution and Services Bye-Laws of Manipur State Kala Akademi.
- ii) Rules/Guidelines Governing various categories of Manipur State Kala Akademi Awards, namely, MSKA Lifetime Achievement Award, MSKA Fellow, MSKA Awards (Performing Art), MSKA Awards (Literature), MSKA Awards (Fine Art), MSKA Young Talent Award, MSKA Young Writer Award.
- iii) Rules/Guidelines Governing Manipur State Kala Akademi Fellowship and Scholarship.
- iv) Rules/Guidelines Governing Grant of Recognition to Cultural Organisations.

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
1.	Constitution and Services Bye-Laws of Manipur State Kala Akademi	Physical
2.	Rules/Guidelines Governing various categories of Manipur State Kala Akademi Awards, namely, MSKA Lifetime Achievement Award, MSKA Fellow, MSKA Awards (Performing Art), MSKA Awards (Literature), MSKA Awards (Fine Art), MSKA Young Talent Award, MSKA Young Writer Award.	Physical
3.	Rules/Guidelines Governing Manipur State Kala Akademi Fellowship and Scholarship.	Physical
4.	Rules/Guidelines Governing Grant of Recognition to Cultural Organisations.	Physical

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

On all working days during office hours.

Office Timings:

Summer (March to October) From 9:00 a.m. to 5:30 p.m.

Winter (November to February) From 9:00 a.m. to 5:00 p.m.

Proactive Disclosure under Section 4(1)(b)(viii): A statement of 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.

Sl. No.	Name of Body	No. of Members
1.	General Council	39
2.	Executive Board	12
3.	Finance Committee	6
4.	Standing Committee for Dance	7
5.	Standing Committee for Music	7
6.	Standing Committee for Theatre & Shumang Leela	7
7.	Standing Committee for Literature	7
8.	Standing Committee for Fine Art	7
9.	Advisory Committee for Library	7
10.	Advisory Committee for Archives & Museum	7
11.	Selection Committee for Fellowship & Scholarship	8
12.	Sub-Committee for Grant of Recognition to Cultural Organisations	7
13.	Sub-Committee for Drafting/Review of RRs.	4

The meetings of the above bodies are open to the respective members only. The minutes can be accessed by the public on demand.

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

Sl. No.	Name & Designation	Designation	Mobile No.
1.	Sunanda Thokchom	Secretary (i/c)	9615867056
2.	S. Rakesh Singh	Deputy Secretary (Library & Archives)	9774092329
3.	K. Rajumani Singh	Deputy Secretary (Dance-Drama-Music)	9856384753
4.	Umananda Kongbrailatpam	Deputy Secretary (Literature & Publication)	7005446950
5.	Deeparani Oinam	Archivist	8732893293
6.	Shananda Phurailatpam	Recording Technician	7578947152
7.	Thoudam Gleeson	Recording Technician	8119944282
8.	P. Aken Singh	Publication-cum-Sales Asst.	9856688017
9.	Sh. Shilpa Sharma	Library Asst.	9366779346
10.	Kheleshor Heigrujam (currently utilised at Governor's Secretariat, Raj Bhavan, Imphal)	Library Asst.	9366450632
11.	Henry Sapam	Technician (Photographer)	9774190067
12.	Anjana Laishram	LDC	8132907103
13.	Saikhom Shaya Devi	LDC	8575639601
14.	D. Michael Hmar	LDC	8254806876
15.	Thajamanbi Chingangbam	LDC	9612192757
16.	Thangliansiam Hanghal	LDC	7005250061
17.	Th. Ramakanta Singh	Asst. Technician (Sound)	7002219885
18.	L. Ranabir Singh	Peon	7005196879
19.	Sh. Bikram Sharma	Peon	8787895570
20.	P. Meiraba Singh	Peon	7005749639
21.	W. Rojen Singh	Peon	8787600610
22.	W. Prahalada Singh	Sweeper	9862107488
23.	L. Chanu Athoisana	Sweeper	7005619488
24.	Y. Santoshkumar Singh	Chowkidar-cum-Mali	9612303909
25.	Irom Pralhada Singh	Chowkidar	8974398711

Proactive Disclosure under Section 4(1)(b)(x): Monthly remuneration received by its officers and employees.

Sl. No.	Name & Designation	Designation	Pay Level
1.	Sunanda Thokchom	Secretary (i/c)	13
2.	S. Rakesh Singh	Deputy Secretary (Library & Archives)	12
3.	K. Rajumani Singh	Deputy Secretary (Dance-Drama-Music)	12
4.	Umananda Kongbrailatpam	Deputy Secretary (Literature & Publication)	12
5.	Deeparani Oinam	Archivist	8
6.	Shananda Phurailatpam	Recording Technician	6
7.	Thoudam Gleeson	Recording Technician	6
8.	P. Aken Singh	Publication-cum-Sales Asst.	5
9.	Sh. Shilpa Sharma	Library Asst.	5
10.	Kheleshor Heigrujam (currently utilised at Governor's Secretariat, Raj Bhavan, Imphal)	Library Asst.	5
11.	Henry Sapam	Technician (Photographer)	5
12.	Anjana Laishram	LDC	4
13.	Saikhom Shaya Devi	LDC	4
14.	D. Michael Hmar	LDC	4
15.	Thajamanbi Chingangbam	LDC	4
16.	Thangliansiam Hanghal	LDC	4
17.	Th. Ramakanta Singh	Asst. Technician (Sound)	2
18.	L. Ranabir Singh	Peon	1
19.	Sh. Bikram Sharma	Peon	1
20.	P. Meiraba Singh	Peon	1
21.	W. Rojen Singh	Peon	1
22.	W. Prahalada Singh	Sweeper	1
23.	L. Chanu Athoisana	Sweeper	1
24.	Y. Santoshkumar Singh	Chowkidar-cum-Mali	1
25.	Irom Pralhada Singh	Chowkidar	1

Proactive Disclosure under Section 4(1)(b)(xi): The Budget allocated to each agency, including of all plans, proposed expenditure and reports on disbursements made.

The Budget for Manipur State Kala Akademi is under Grant No. 41, Major Head 2205 Art and Culture, Sub-major 00, Minor Head -102 Promotion of Art and Culture, Sub-Head – 03 Financial Assistance to Manipur State Kala Akademi.

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

The schemes of Fellowship and Scholarship have been implemented for financial assistance to artistes, researchers and practitioners of fine art. A budget of Rs.19.20 lakh has been provided in the Budget and the list of beneficiaries are uploaded on the website of Manipur State Kala Akademi mska.mn.gov.in.

Proactive Disclosure under Section 4(1)(b)(xiii): Particulars of recipients of concessions, permits or authorisations granted.

Not applicable

Proactive Disclosure under Section 4(1)(b)(xiv): Details of Information available in electronic form.

Details are available on the website of Manipur State Kala Akademi, mska.mn.gov.in.

Proactive Disclosure under Section 4(1)(b)(xv): Particulars of facilities available to citizens for obtaining information.

Facilities for filing RTI and providing information can be availed at the following address:

Office of the Manipur State Kala Akademi
Khuman Lampak Sports Complex, Imphal
Manipur – 795001

Applications can be submitted by hand during office hours or through post.

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

Sl. No.	Name of the Department/Office	First Appellate Authority	State Public Information Officer (SPIO)	Asst. Public Information Officer (APIO)
1.	Manipur State Kala Akademi	Shri H. Gyan Prakash, Commissioner (Art & Culture), Govt. of Manipur.	Sunanda Thokchom, Jt. Secretary (Art & Culture), Govt. of Manipur/ Secretary, Manipur State Kala Akademi	

Proactive Disclosure under Section 4(1)(b)(xvii): Other Information.

NIL