

No: DH&SC-1/430/2023-24

SUO MOTU DISCLOSURES
(As per Section-4 (1) (b) of the RTI Act 2005)

Department of Horticulture & Soil Conservation
Government of Manipur
Sanjenthong, Imphal East- 795001

Introduction

The purpose of Suo Motu disclosures under section 4 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications. Section 4(1Xb) of the RTI Act lays down the information which should be disclosed by Public Authorities on a Suo Motu basis.

Department of Horticulture & Soil Conservation has come up with its Suo Motu disclosures under RTI Act, 2005 in this book, to enable the public to have access to the functioning of the Department.

The information in the booklet is updated up to 26th August, 2025.

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1. Particulars of Organization, functions and duties Section 4 (1) (b) (i)

1. The Office of the Directorate of Horticulture & Soil Conservation is located at Sanjenthong, Imphal East- 795001

2. Office Timings :

The office timings of the Department are:-

Summer - 09.00 a.m. to 05.30 P.m. Summer season (March to October)

Winter - 09.00 a.m. to 05.00 P.m. Winter Season (November to February)

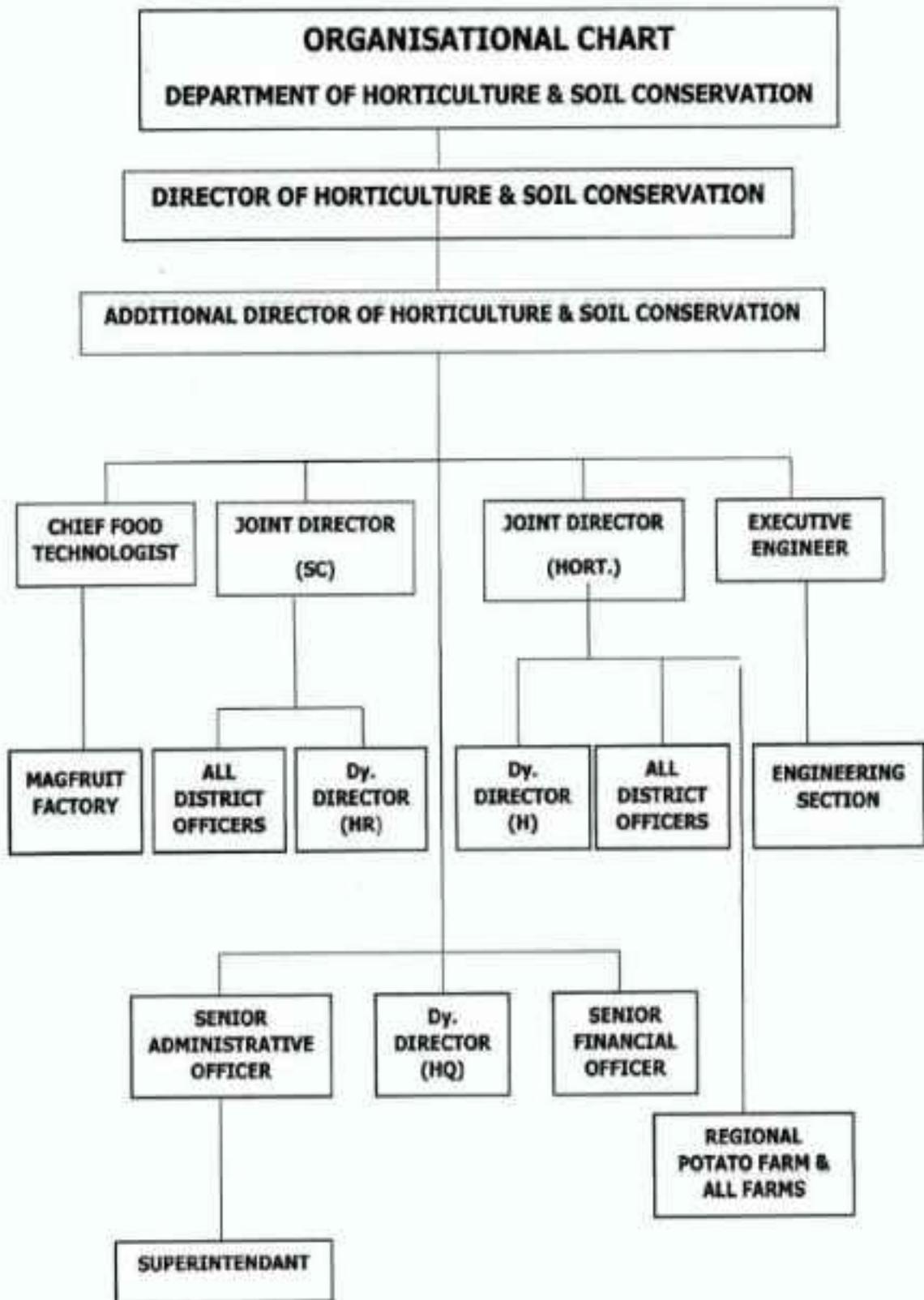
Lunch Break 1:00 P.M-1:30 P.M

The Department of Horticulture & Soil Conservation functions under the supervision and guidance of the Hon'ble Minister, and the Administrative Secretary Horticulture. In the year, 1977, Department of Horticulture and Soil Conservation has been bifurcated from Agriculture Department and further trifurcated into three entities namely, Agriculture Department, Horticulture & Soil Conservation and Command Area Development Authority (CADA). The major objective of this Department is taking up programme implementation for horticulture development and soil & water conservation more efficiently and effectively to bring overall horticultural growth through optimum utilisation of resources ensuring nutritional security and contribute to economic growth of the State. The Department formulates policies based on the state potential, implement programmes and undertake all such activities in horticulture sector that promotes income and livelihood security of the farming community. At present, annual budget allocation made to Horticulture & Soil Conservation Department from the State plan meet only requirements of staff salaries, wages of muster roll labourers and other Office expenses leaving very less fund to take up developmental programme.

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2. A. Powers and duties of its Officers and Employees (Section 4(1) (b) (ii)

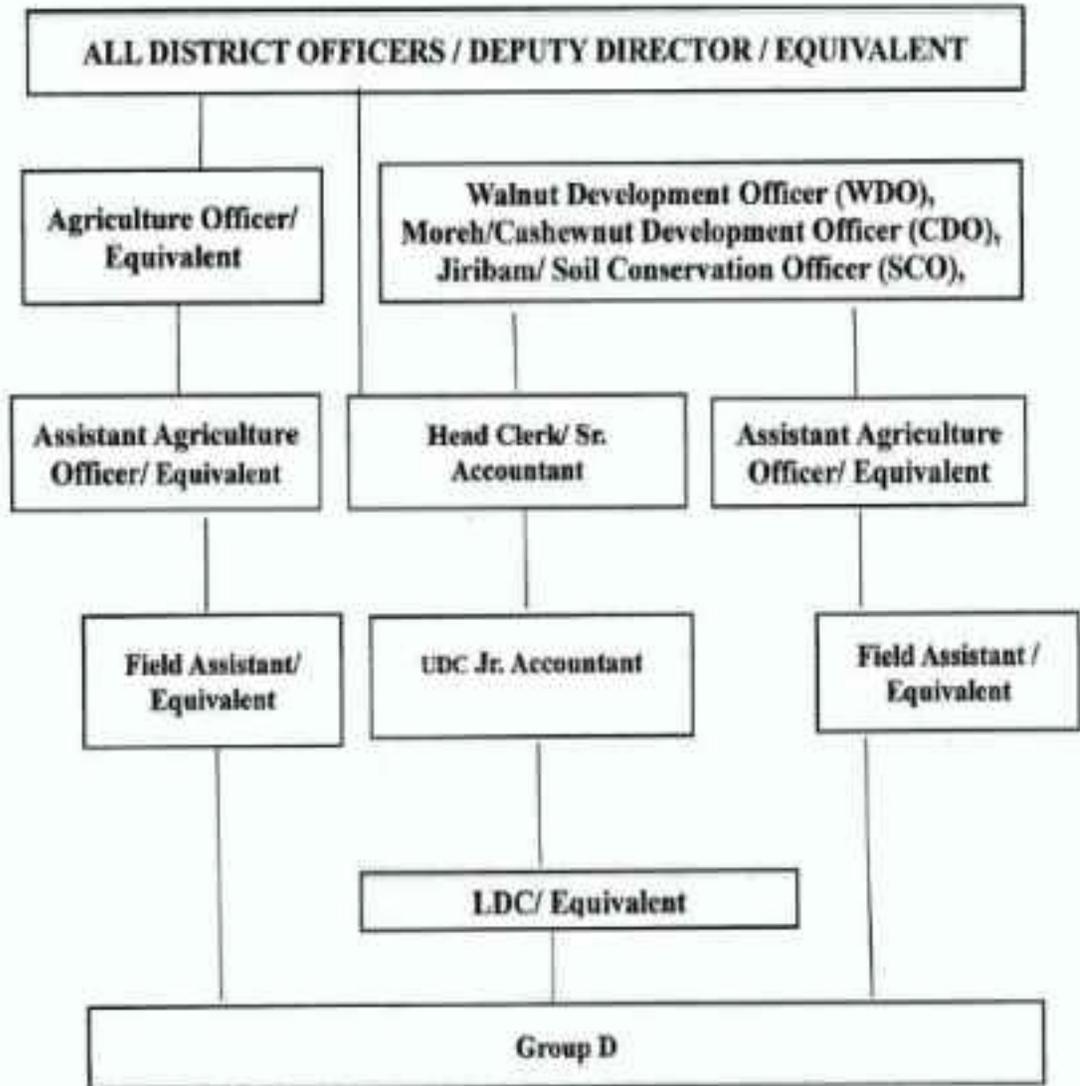


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2. B. Powers and duties of its Officers and Employees (Section 4(1) (b) (ii)

**ORGANISATIONAL CHART
SUB-OFFICES, DEPARTMENT OF HORTICULTURE & SOIL
CONSERVATION**



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The Horticulture & Soil Conservation Department plays a lead role in formulation of policies for smooth functioning of the Departments. It monitors and coordinates working of the subordinate offices. The Horticulture sector plays an important role in the State. Horticulture development is one of the thrust areas and a number of programmes are being implemented, to generate of higher incomes of the farmers, thereby improving the quality of life,

1. Director of Horticulture & Soil Conservation, Manipur

Performs administrative and advisory function as Head, Department of Horticulture & Soil Conservation, Manipur. Advising Minister and Administrative Secretary of Horticulture & Soil Conservation, Manipur on all matters of policy and administration. Formulate policy, plan, organize, control, co-ordinate and supervise on own account or within powers (on own behalf or on behalf of others) delegated activities engaged in Horticulture & Soil Conservation. Supervising execution and implementation of policies and decisions of the Government by field or subordinate offices.

2. Additional Director of Horticulture & Soil Conservation, Manipur

Performs policy, planning and advisory function. Formulate policy, plan, organize, control, co-ordinate and supervise on own account or within powers (on own behalf or on behalf of others) delegated activities engaged in Horticulture & Soil Conservation. Organizing and directing works of the department. Taking policy decisions. Supervising execution and implementation of policies, and decisions of the Government by field or subordinate offices on behalf of the Director.

3. Joint Director (Soil Conservation)

Performs advisory function to the Director of Horticulture & Soil Conservation, Manipur in all matters of policy and administration; assisting in policy decisions; supervising execution and implementation of policies and decisions of Government by field or subordinate offices in respect of all soil and water conservation works.

4. Joint Director (Horticulture)

Performs advisory function to the Director of Horticulture & Soil Conservation, Manipur in all matters of policy and administration; assisting in policy decisions; supervising execution and implementation of policies and decisions of Government by field or subordinate offices in respect of all horticultural works.

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5. Chief Food Technologist

Devises new or improved technique for processing, conservation, preservation, utilization and evaluation of contents of new food stuffs generated from plant suitable for human consumption; Conducts experiments on preserving fruits and vegetables and preventing damage during storage, transportation, processing and marketing; Conducts research and guides processes to create new foods; Improves existing techniques to economies processing and also to impart better values and tastes to food, such as canning, pickling, dehydration of fruits and vegetables etc. Performs administrative works within his sphere of responsibility as head of MGFRUIT factory.

6. Dy. Director (HQ)

Organize, co-ordinate and supervise all works within administrative and financial establishment of office thereof within powers delegated; Allocates duties to staff under him, co-ordinates and supervises their work ensuring efficiency, discipline and observance of prescribed procedure, studies all files, draft letters notes etc. put up by subordinate staff; Disposes routine and intermediary matter. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc, to superior for orders; Ensures that prescribed procedure is followed by staff in dealing with cases; Keeps important, secret and confidential records in his personal custody; Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. to staff and maintenance of various accounts and registers; ensures proper maintenance of account books and records of business and financial establishments;

7. Dy. Director (Horticulture Research)

Conducts research to develop better scientific methods of cultivating on improved and hybrid varieties horticultural crops like fruits, flowers, vegetables, ornamental bushes, etc. for securing increased yield and better quality; Plans and conducts experiments in fields or plots involving techniques and methods relating to soil fertility, farm management, manure, irrigation, sowing, sowing time, cultural practices, fertilizer application, physiology of crops and plants, control of weeds etc. taking into consideration chemical and physical composition of soil, temperature, rainfall and regional topography which have direct or indirect bearing on qualitative and quantitative crop yield. Analyses research results and formulates crop rotation, cropping pattern, manuring schedules, water requirements of crops, irrigation practices etc, for improved production; Conducts different physiological experiments on crops under controlled

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or partial control conditions of moisture humidity and temperature etc. and suggests improved cultivation practices for better crop; Conducts experiments under controlled conditions to determine factors beneficial to plant growth; Develops methods of propagation of plants and maintenance of nurseries, Carries out experiments for mechanical, biological and chemical pest control and applies findings to save crop from pests or fungus in field and stores; Suggests methods for improving quality and increasing quantity of production of horticultural crops like fruits, vegetables, flowers etc. May advice regarding location of farms, sowing time, preparation of layout of beds etc. May arrange flower and vegetable shows. May be engaged in training of research work. Record field of activity and papers written or published in fruits, vegetable, flowers, etc.

8. Dy. Director (Horticulture)

Formulate policy, plan, organize, control, co-ordinate and supervise on own account or on account of Joint Director (Horticulture)/ Senior Horticulturist within authority delegated on activities of horticultural development.

9. Dy. Director (Soil Conservation)

Formulate policy, plan, organize, control, co-ordinate and supervise on own account or on account of Joint Director (Soil Conservation) within authority delegated on activities of soil and water Conservation works.

10. Dy. Director (Soil Survey)

Conducts soil survey and soil classification and indicates them on map. Studies soil characteristics, classifies, determines land capabilities and applies findings to problems connected with agriculture, forestry, horticulture, etc. Studies genesis and fertility of soil by examining their various layers. Examines particle size and porosity of soil to determine its physical characteristics. Develops methods for control of erosion, alkalinity, salinity acidity etc. of soil. Develop plans to control soil erosion and to maintain and raise soil fertility by correcting soil defects, application of manures and fertilizers, proper crop rotations, reforestation, drainage, etc. Examines soil properties and their characteristics by studying topography and climatic conditions. Investigates magnitude and causes of erosion such as rainfall and its distribution, drainage, floods etc. Conducts soil conservation surveys. Looks after maintenance of anti-soil erosion, soil structures, bunds, terraces, waste water, Introduces measures towards more efficient land managements and higher crop yields. Develops barren land into productive

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fields by use of suitable corrective measures for removing salinity and alkalinity of soil or proper drainage conditions. Suggests methods for improvement of pasture land such as enclosures, rotational grazing and reseeded; Suggests proper land use pattern.

11. District Officer (Horticulture & Soil Conservation)

Serves as Executive Official on behalf of the Department giving effect of policies and decisions of Government within the district under his control on account of horticulture & soil conservation works; Formulate plan, organize, control, co-ordinate and supervise within authority delegated on activities of soil and water Conservation works; Inspecting offices, establishment, etc; Performs administrative works within his sphere of responsibility.

12. Food Technologist

Organize, control, co-ordinate and supervise on own account or on account of Chief Food Technologist within authority delegated on activities of MAGFUIT factory.

13. Agriculture Officer (Soil Conservation) / Soil Conservation Officer

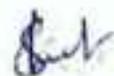
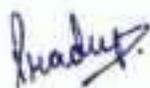
Organize, control, co-ordinate and supervise on account of the Department within authority delegated on activities of soil and water conservation works; Supervises performance of executive and field duties;

14. Agriculture Officer (Horticulture)/ Horticulture Development Officer

Work under the control of Deputy Director/ District Officer. Organize, control, co-ordinate and supervise on account of the Department within authority delegated on activities of horticultural development; Supervises performance of field duties. Provide advisory consultancy services to the farmers. Any other duty assigned by the superior officer from time to time. Responsible for the implementation of all the State and central sector schemes of horticulture development schemes.

15. Assistant Agriculture Officer

Organize, control, co-ordinate and supervise on behalf of the Department within authority delegated on activities of horticulture and soil conservation works; Assists farmers to lead better and fuller life; Visits various villages in his area and contacts farmers, discusses their problems and assists in solving them; Advises farmers in better farming technologies; Reports complaints and needs of farmers to respective authorities for necessary action; Maintains liaison between Government and farmers and promotes harmonious relations; Acquaints the Department



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regarding horticultural crops situations. Any other duty assigned by the superior officer from time to time.

16. Assistant Horticulture Inspector

Assist Farm Manager/ Assistant Agriculture Officer and attend to any other task assigned by him. Control field staff; Visits various villages in his area and contacts farmers, discusses their problems and assists in solving them; Reports complaints and needs of farmers to respective authorities for necessary action; Maintains liaison between Government and farmers.

i) Accounts Section

Senior Finance Officer is the head of the Section.

Work allotted to the Section:

Maintenance of Cash book. Maintenance of cheque register and un-disbursed pay and allowances. Recoupment of Impress bills from time to time. Consolidation of monthly revenue receipts received from each Sub-office. Maintenance of Challan Register. 9. Filing of Income-Tax for third party and issuing Form 16A. GST filing of FVC bills (third party) every month. Preparation of F.V.C. bills, time bound bills and maintenance of relevant records. Preparation of subsidy and stipend bills and maintenance of relevant records. Allotment of funds to all sub-offices including head office. Maintenance of relevant records of sub-offices. Internal inspection and audit of all sub-offices. Compilation of RAO & Central audit observations. Preparation of monthly expenditure report. Preparation of pay bills, arrears bills and various advance bills in respect of gazetted, non-gazetted staff and maintenance of relevant registers and records. Maintenance of B.C.R. in respect of salaries. Issue of recoveries towards GPF/MCA/HBA and to process applications for advance of GPF/MCA/HBA, etc. Issue of L.P.C. Preparation of A.C. bills, submission of D.C. bills and maintenance of relevant record. Submission of information to audit regarding AC/DC bills. Write off of losses, store and stock account. Examining the expenditure sanction proposal. Issue of Funds Availability Certificate. All other accounts related matter.

ii). Administrative section

Senior Administrative Officer is the head of the Section

Work allotted of the Section

Examination of all correspondence. Court Matters/ Legal matters. NOC for passports Deal with all cases of irregular absence, service matters. Bio Metric / Muster Roll. Maintenance of Rosters. Promotions /Direct recruitment. Recruitment and promotion. Transfers of staff.

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Maintenance of staff strength. Creation of posts /framing of RRs. Pay fixations of non-gazetted staff. Processing of MACPs & Leave. Pension cases of the staff. HBA, GPF, Issue of Salary Certificates. Attendance Certificate, Relieving Orders, Election / Census Staff leave Appointment. Maintaining of land Acquisition records. Facility Management Maintenance and keeping records of all departmental vehicles & settlement of bills. Issues of ID Cards Maintenance of store and stock /purchases stationary. Distribution of Correspondence to another Department including Secretariat. Maintenance of ACR/APAR dossiers. All other administrative matter

iii). Head Clerk

To look after establishment unit-Supervisory capacity. Distribution of duties to the clerical, drivers and peons' supervisory capacity. Monitoring of TBPS, ACPS, MACPS, probation, confidential matters and disciplinary cases. Timely processing of creation/filling/revival of posts. To supervise the work of distribution of invitation cards to all State and other function.

Deployment of duties in rotation. General supervision of the maintenance of the office & sub-officers. Advice and guide the subordinate staff in disposal of their day-to-day work. Attending Lok Sabha and Rajya Sabha question pertaining to this Department. Processing of continuation of temporary posts, budget matters (Admn), processing of pension cases of staff retirement and superannuation, family pension & disciplinary cases. To carry out the work of framing Recruitment Rules/ Revision of Recruitment Rules for all the post of this Department.

iv). Superintendent

To supervise and give necessary instructions regarding the recording of cases by assistants in this Department and to see that files taken assistants from the departmental library or Record Room are returned without undue delay. Distribution of work, Training, helping, advising, management and co-ordination of the work. To go through the receipts, to scrutinize, to receive and mark the receipts. To check whether all enclosures are attached. Responsible of work efficient and expeditious disposal of work and checks on delays. To go through the list of periodical returns every week and take suitable action on items requiring attention during next week. To approve the recordings of files and their classification. Ensuring proper maintenance of registers required to be maintained in the section. Dealing with important and complicated cases himself. Ensuing strict compliance with Departmental Security Instructions. Allotment of Work to UDCs/ LDCs.

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v). Upper Division Clerk

UDC is also known as dealing hand and is one who is entrusted with specified subjects in a Section by the Superintendent and UDC deals all matters (correspondence and noting etc.) relating to these subjects. UDC works under the orders and supervision of the Superintendent and is responsible for the work entrusted to him. To enter receipts marked to him in his diary and to provide file Nos. in the Branch Diary for each receipt shown therein within three (3) days of receipt having been marked to him. To examine cases in the light of instructions, if any, given by the Superintendent or higher officers. To seek assistance of the Superintendent or higher officer for the disposal of work entrusted to him, if necessary. To point out any mistakes or mis-statements of the facts. To draw attention where necessary to precedents or Rules and Regulations on the subject. To prepare an arrear list, as prescribed. To maintain a suspense and reminder Diary, in the prescribed form. To reports, and comply with the instructions of the Superintendent.

vi). Lower Division Clerk

Lower Division Clerk is ordinarily entrusted with work of a routine nature, as bellow: Registration of Dak. Maintenance of Section Diary. Maintenance of File Register, File Movement Register. Indexing and Recording. Typing, comparing and despatch. Preparation of arrears and other statement. Submission of routine and simple drafts. To distribute the receipts among the U.D.C.s and L.D.Cs. To bring to the notice of the Superintendent undue delay by U.D.Cs/L.D.Cs on providing file numbers for the receipts marked to them. To be responsible to, and comply with the instructions of the Superintendent.

vii). Engineering Division

The power and duties of the Engineering section of the Department of Horticulture & soil conservation will follow the guidelines of Central Public Work Department and Manipur Government.

3. Procedure followed in decision making process [Section 4 (1) (b) (iii)]

Administrative and financial matters are dealt with as per the Government of Manipur guidelines, rules and regulations and office procedure to the extent possible. The Final decision-making authority is the Administrative Department. All the matters pertaining to the Department are addressed to the Director and it is assigned to Additional Director. As per the subject, the matter is further handed down to the concerned Scheme in charge/Executive Engineer/ Senior Finance Officer/ Senior Administrative Officer etc.

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Normal channel of submission of paper at the Directorate level are detailed below:

i). Establishment Section:

Dealing Assistant > Head Clerk > Deputy Director (HQ) > Sr. Administrative Officer > Additional Director > Director

ii). Finance Section:

Dealing Assistant > Sr. Accountant > Deputy Director (HQ) > Sr. Finance Officer > Additional Director > Director

iii). Technical/Schemes:

Dealing Assistant/Assistant Agriculture Officer > Agriculture Officer > Deputy Director > Joint Director > Additional Director > Director

iv). Engineering section:

Dealing Assistant > Assistant Engineer > Executive Engineer > Additional Director > Director

* Matters that require Government approval or sanction are forwarded to the Administrative Secretary for necessary action.

4. Norms for discharge of functions [Section 4(1) (b) (iv)]

i). Nature of functions/services offered: The function of the Horticulture & Soil Conservation Department is mainly field related works which needs continuous interaction with the farmers throughout the year thereby providing satisfactory service to the farmers, which will subsequently increase in the production of Horticultural crops.

ii). Norms/standards for functions/services delivery: Based on the guidelines of the respective schemes under the Central and State sponsored.

iii). Process by which these services can be assessed: Through respective District Officers depends on the nature of work/modalities of schemes.

iv). Time limit for achieving for achieving the targets: Within the time period specified during allocation of schemes to the districts from the source of implementation.

v). Process of redress of grievances: To the concerned District Officers/District Level Officers, Horticulture & Soil Conservation in the Districts.

5. Rules, regulations, instructions manual and records for discharging functions [Section 4 (1) (b) (v)]

i). Followed Government of Manipur Rules, Office Procedure, Relevant Service Rules and Financial Rules, Office Memorandum & Guidelines issued by the Central and State Government from time to time.

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6. Categories of documents held by the authority under its control [Section 4 (1) (b) (b)]

Categories of document	Custodian of Documents
Letters, notes pertaining to internal communication and communication with Administrative Department, Ministries, Research Institutes, Universities of Central and State, Annual administrative Reports	Schemes in-charge and planning cell of the Directorate of Horticulture & Soil Conservation.
Recruitment rules Service registers Personal files of all staff Recruitment, Appointment & Promotions / Seniority Pay fixation Committee constitution & reports Engagement of casual labourers Leave register of employees Maintenance of Roster for identification of posts Quarters allotment Estate & Security related files	Establishment section of Directorate of Horticulture & Soil Conservation
Salary particulars, advances etc Cash book / Receipts GPF Financial statements Budget estimates / expenditure Pension details of retired staff Audit	Accounts section of Directorate of Horticulture & Soil Conservation
Supplies & Materials - Records related to purchase of equipment's/ Planting materials, seeds, inputs etc. / Stock register Tender / quotations Maintenance of articles	Schemes officers of the Directorate of Horticulture & Soil Conservation, and Officer in-charge of the concerned Office of the District Level Officers

7. Particulars of any arrangement that exists 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)]

- i). Constituted Public Grievances Cell and Internal Complaints Committee (ICC) at the Directorate Level and uploaded at the Department website to handle and resolve complaints and concern raised by the public.




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ii). Representative of Farmer Producer Company/Farmer Producer Organisation are the member of District Level Monitoring Committee under Central Sponsored Scheme Mission Organic Value Chain Development For North Eastern Region and District Monitoring Committee under the Central Sponsored Scheme- Mission for Integrated Development of Horticulture.

iii). Regular and active participation by the Officers of the concerned District at the Gram Sabha held at the Panchayat level to enable effective implementation of the schemes at grass root level and to coordinates with the farmers.

Boards, Councils, Committees and other bodies constituted as part of the Public Authority [Section (1) (b) (viii)]

Boards, Councils, Committees and other bodies are constituted from time to time depends on the programme taken up by the Department.

A). Internal Complaints Committee (ICC)

under Section 4 of the Prevention of Sexual Harassment Act, 2013

Sl.No	Name	Designation	Remark	Email	Contact No.
1	Aribam Ponika Devi	Deputy Director (HR)	Presiding Officer	a.ponikadevi@manipur.gov.in	9612277430
2	Lenin Khwairakpam	Deputy Director (HQ)	Member	khwai.lenin@manipur.gov.in	9089475149
3	Dr. Uritkhinbam Supriya Devi	Agriculture Officer	Member	u.supriyadevi@manipur.gov.in	9774911944
4	N. Sonia Devi	Agriculture Officer	Member	n.soniadevi@manipur.gov.in	9366075683
5	Thokchom Premiata	Human Rights Law Network, Manipur	Member		

B. Public Grievance Cell of the Directorate of Horticulture & Soil Conservation

SLNo	Name	Designation	Contact No.	Email
1	Smt. Pukhram Pramo Devi	Jt. Director (SC)	7629932316	Pramopukhram1971@gmail.com
2	Dr. Uritkhinbam Supriya Devi	AO(H)	7005174118	
3	Shri. Keisam Pradeep	AAO	8787464690	

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C) State Level Executive Committee (SLEC) Centrally Sponsored Scheme, Mission on Integrated Development of Horticulture (MIDH), Manipur

1	The Principal Secretary/Commissioner (H&SC0, Govt. of Manipur	Chairman
2	Representative of Govt. of India, Ministry of Agriculture (Department of Agriculture & Cooperation), Krishi Bhawan (Hort. Division), New Delhi	Member
3	Addl. Pr. Chief Conservator of Forest/Representative of Forest Department	Member
4	Director of Agriculture, Manipur	Member
5	Registrar, Central Agricultural University/Representative of central Agriculture University (CAU).	Member
6	Joint Director (ICAR)/Representative of ICAR, Manipur Centre, Imphal	Member
7	Representative of Growers Association/FPOs in the State	Member
8	State Mission Director (MIDH)	Member-Secretary

D. Committee on Centralized Procurement of Quality Planting materials and other inputs Centrally Sponsored Scheme, Mission on Integrated Development of Horticulture (MIDH), Manipur

1	Commissioner (H&SC), Government of Manipur	Chairman
2	The Director (H&SC), Manipur	Member
3	A representative from CAU, Imphal	Member
4	A representative from ICAR, Imphal Centre	Member
8	Officer incharge TM Cell Imphal	Member-Secretary

D). State Level Executive Committee (SLEC) Centrally Sponsored Scheme, Mission Organic Value Chain Development For North Eastern Region, (MOVCDNER), Manipur

1	Chief Secretary, Government of Manipur	Chairman
2	Secretary/Commissioner (H&SC), Government of Manipur	Member Secretary
3	Secretary/ Commissioner (Agriculture), Government of Manipur	Member
4	Director of Agriculture, Manipur	Member
5	Director of Horticulture & Soil Conservation, Manipur	Member
6	Director of Fisheries, Manipur	Member
7	Director of Commerce and Industries, Manipur	Member
8	Director of Rural Development and Panchayati Raj, Manipur	Member
9	Director, of Micro, Small, & Medium Enterprises, Manipur	Member
10	Representative of NABARD	Member
11	Joint Director (ICAR)/Representative of ICAR, Manipur Centre, Imphal	Member

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E. Committee for procurement of seeds and quality planting materials for implementation of Phase-IV MOVCDNER Scheme

1	Head of Regional Centre, ICAR, Manipur Centre	Chairman
2	Scientist (Horticulture), ICAR, Manipur Centre	Member
3	Head of Department (Horticulture), CAU, Iroisemba	Member
4	Director, Department of Hort. & S.C., Manipur	Member

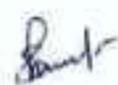
F. Technical Expert Committee for opening of Technical Bid for procurement of planting materials, farm equipment's, components under INM & IPM for implementation of different projects and schemes etc under the Department of horticulture & Soil conservation, Manipur

1	Director, Hort. & S.C., Manipur	Chairperson
2	Additional Director, Hort. & S.C., Manipur	Member
3	Joint Director, Hort. & S.C., Manipur	Member
4	Deputy Director, Hort. & S.C., Manipur	Member
5	Nodal Officer/Scheme in-charge	Member Secretary

G. Committee for opening of financial Bid for all projects/schemes under the Department of horticulture & Soil conservation, Manipur

1	Additional Director, Hort. & S.C., Manipur	Chairperson
3	Joint Director, Hort. & S.C., Manipur	Member
4	Deputy Director, Hort. & S.C., Manipur	Member
5	Senior Finance Officer (H&SC)	Member
5	Concerned Nodal Officer/Scheme in-charge	Member

The Department of Horticulture and soil Conservation, Government of Manipur follows the tender rules and procedures pertinent to the Finance Department, Government of Manipur, Office Memorandum No. FX-3/63/2022-e-FD dated, 14th July, 2025 and the Tender committee composition are detailed below:

OM No. FN-2/63/2022-e-FD dated 14 July, 2025

(c) For procurements not done through GeM Portal, the following guidelines provided in the GFR, 2017 shall be strictly followed:

(i) Up to ₹ 50,000 without inviting quotations or bids on the basis of a certificate to be recorded by the Competent Authority in the format as prescribed under Rule 154 of GFR, 2017.

(ii) Above ₹ 50,000 and up to ₹ 1,00,000 through a duly constituted Local Purchase Committee. Certificate as per Rule 155 of GFR is to be recorded.

(iii) Above ₹ 5,00,000 upto ₹ 50,00,000 through Limited Tender. From Rs.5 lakh to Rs. 10 lakh through Lower Tender Committee (LTC). From Rs.10 lakh to Rs.50 lakh through Departmental Tender Committee (DTC).

(iv) Above ₹ 50,00,000 through e-tender i.e., all bids are to be received through e-procurement portal www.manipalenders.gov.in.

(The above does not prevent departments for opting for open and/or e-tenders even for procurements below ₹ 50 lakh)

(3) Procurement of works.

The following shall apply to all works to be executed by Engineering Departments and works (including deposit works) taken up by the Implementing Agencies/Engineering Cells of various Departments:

a) No works of any value shall be taken up departmentally. Tenders should be called for all works. However, in case the work is to be awarded expeditiously, the prescribed period of notice may be reduced by NIT approving authority, as specified in the succeeding Para IV.

b) Limited Tenders may be called for works costing less than Rs ₹ 10 lakh.

c) Open Tenders are to be called for works costing above Rs ₹ 10 lakh.

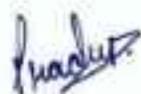
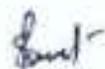
d) For works costing above ₹ 1 crore, it is mandatory to invite bids through e-procurement portal, www.manipalenders.gov.in. However, this does not prevent departments for opting for floating e-tenders even for works costing below ₹ 1 crore.

II. Tender Committee Composition.

(a) Tenders/Bidding for the procurement of goods shall be required to be placed before Tender Committee for recommendation as per table below, in respect of Engineering Departments, Non-Engineering Departments, PSUs, Corporations, Agencies, Societies etc. under the State Government:

GM No. FX-3/63/2022-e-FD dated 14 July, 2025

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
1.	Above ₹ 50,000 and up to ₹ 5,00,000	Local Purchase Committee	Consisting of 3 (three) members of an appropriate level as decided by the Head of the Department. One member to be the senior most Finance officer of the IFD.	Head of Department
2.	Above ₹ 5,00,000 and up to ₹ 10,00,000	Lower Tender Committee (LTC)	(i) Concerned HoD as Chairman (ii) Deputy Secretary/Under Secretary of the concerned Department (iii) Deputy Secretary/Under Secretary of any other Department nominated by the Administrative Secretary (iv) Senior most Finance Officer of the IFD	Administrative Secretary
3.	Above ₹ 10,00,000 and up to ₹ 2 crore	Departmental Tender Committee (DTC)	(i) Administrative Secretary as Chairman (ii) Concerned HoD (iii) Special/Additional /Joint Secretary (Finance) (iv) Any officer not below the rank of Joint Secretary nominated by the Finance Department	Administrative Secretary (Finance)
4.	Above ₹ 2 Crore and up to ₹ 5 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned HoD (iv) Special/ Additional/ Joint Secretary (Finance)	Chief Secretary
5.	Above ₹ 5 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman	Governor through Chief Secretary

OM No. FX-3/63/2022-e-FD dated 14 July, 2025

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
			(i) Administrative Secretary of the concerned Department (iii) Concerned HoD Special/ Additional/Joint Secretary (Finance)	

(b) For construction works in respect of Engineering Departments and works (including deposit works) taken up by the Implementing Agencies/Engineering Cells of various Departments, authority empowered to make recommendations and accept tenders is shown in the table below:

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
1.	Above ₹ 50,000 and up to ₹ 10 lakh	Lower Tender Committee (LTC)	(i) Concerned Executive/ Superintendent Engineer as Chairman (ii) Under Secretary of the concerned Department (iii) Senior most Finance Officer of the IFD	HoD concerned/ Chief Engineer concerned
2.	Above ₹ 10 lakh and up to ₹ 3 crore	Intermediate Tender Committee (ITC)	(i) Concerned Chief Engineer as Chairman (ii) Deputy/Under Secretary of the concerned Department (iii) Deputy/Under of the any Department nominated by the Administrative Secretary concerned (iv) Senior most Finance Officer of the IFD	Administrative Secretary concerned
3.	Above ₹ 3 crore and up to ₹ 7 crore	Departmental Tender Committee (DTC)	(i) Administrative Secretary concerned as Chairman (ii) Chief Engineer concerned (iii) Special/Additional/Joint Secretary of Finance Department (iv) Any Officer not below the rank of Joint Secretary	Administrative Secretary (Finance)

OM No. FX-3/63/2022-e-FD dated 14 July, 2025

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
			nominated by Finance Department	
4.	Above ₹ 7 crore upto ₹ 10 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned Chief Engineer (iv) Special/Additional/Joint Secretary (Finance)	Chief Secretary
5.	Above ₹ 10 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned Chief Engineer Special/Additional/Joint Secretary (Finance)	Governor through Chief Secretary

III. Validity of tender recommendation:

The recommendations of a duly constituted Tender Committee which had considered tenders floated by prescribed procedures and rules shall be valid for a period of 1 (one) year from the date of recommendations. In case extension is inevitable, in view of unforeseen situations or any emergencies, Procuring Entity shall seek concurrence from the Finance Department after furnishing satisfactory certificate of the successful firm/agency and clearly laying down the justifications for such extensions.

IV. Time schedules for finalization of tender is given below:

(a) As per Rule 161 Clause (vi) of GFR - 2017, the minimum time to be allowed for submission of bids is **3 (three) weeks from the date of publication of the tender notice** or availability of the bidding document for sale, whichever is later. Where the Department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders. With regard to procurement of works, as prescribed under CPWD Works Manual, 2024, the following time limits between the date of publication of tender on website and the date of receipt of tenders are desirable:

- (i) 7 days in the case of works with estimated cost put to tender up to Rs. 5 crore.
- (ii) 14 days in the case of works with estimated cost put to tender more than Rs. 5 crore (for single bid system).

No: DH&SC-1/430/2023-24

8. Directory of Officers and Employees [Section 4 (1) (b) (ix)]

Name(s), Designation of the staffs of the Directorate are as given below:

Group A.

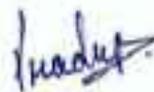
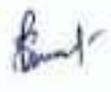
Sl. No.	Name of the Employee/Government Servant	Designation	Mobile No.
1	2	3	4
1.	K. Debadutta Sharma	Director	9436201922
2.	Yeite Khupsorel Koireng	Joint Director (H)	9612811846
3.	Pukhram Pramo Devi	Joint Director (SC)	7629932316
4.	Rapei Ruth Paote	Executive engineer	8413019820
5.	Irengbam Dineshkumar Singh	Sr. Administrative Officer (H&SC)	8837267774
6.	Wanneilen Serto	Sr. Finance Officer (H&SC)	8413953674
7.	Ponika Aribam	Deputy Director (HR)	9612277430
8.	Lenin Khwairakpam	Deputy Director (HQ)	7005459940
9.	N. Sunil Singh	Deputy director (H)	8974053593
10.	Yendrembam Samarendra Singh	Assistant Engineer	7005833187
11.	Dr. Uritkhinbam Supriya Devi	Agriculture Officer (H)	7005174118
12.	Dr. Akoijam Somorjit Singh	Agriculture Officer (SC)	8416008988

Group -B

Sl. No.	Name of the Employee/Government Servant	Designation	Mobile No.
1	2	3	4
1.	Keisam Pradeep	Assistant Agriculture Officer	8787464690
2.	Chirom Surajkumar Singh	Assistant Agriculture Officer	8794019922
3.	Ngangom Bishal Singh	Assistant Agriculture Officer	7005518404
4.	Deepak Huidrom	Assistant Agriculture Officer	7005110793

Group -C

Sl. No.	Name of the Employee/Government Servant	Designation	Mobile No.
1	2	3	4
1.	P. Chanu Shanti	UDC	8794769484
2.	Y. Binodini Devi	UDC	9862882789
3.	Th. Ranjeeta Devi	UDC	8794377674

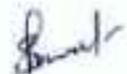



No: DH&SC-1/430/2023-24

4.	Md. Zakir Ahmed	UDC	9366488552
5.	Chungkham Tony Singh	UDC	7005279299
6.	Abujam Sanajaoba Singh	UDC	8413979060
7.	Lairenlakpam Billion Singh	Accountant	9366536909
8.	Md. Islamuddin	LDC	8119088603
9.	A. Dhani Singh	LDC	8118939850
10.	Md. Syed Fakaruddin	LDC	9612602886
11.	Toijam Dhanamanjuri Chanu	LDC	7638923302
12.	Khurajam Chandrakumar Singh	LDC	8787864648
13.	Deepika Naorem	LDC	7005090791
14.	Laishram Romesh Singh	LDC	8132857450
15.	Zulfikar Ali Rashid	LDC	9402858538
16.	Soram Sunita Devi	LDC utilised at CFT, Mantripukhri	9863318013
17.	Bidyalakshmi Yumnam	OACCO	9774399920
18.	V.S. Chipemthing	OACCO	8794284161
19.	K.Y. Ngayaomi	OACCO	7085934660
20.	L. Priyokumar Singh	Asst. Horticulture Inspector	8131820282
21.	Yumkhaibam Badaruddin	Asst. Horticulture Inspector	8414094736
22.	Md Imdadul Haque Khan	Asst. Horticulture Inspector	9856105514
23.	Ayekpam Adhunika Devi	Asst. Horticulture Inspector	8794928284
24.	Kh. Nirmala Devi	Asst. Horticulture Inspector	6009643103
25.	N. Indrajit Singh	Jeep Driver	7085528463
26.	Ningthoujam Jatiswor Singh	Jeep Driver	9774225680
27.	Akoijam Arunkumar Singh	Jeep Driver	9856750210
28.	Md. Abul Hasim	Jeep Driver	8974773300
29.	Heikham Ranjit Singh	Jeep Driver	9612992799
30.	A. Shyam Singh	Surveyor	

Group- D

Sl. No.	Name of the Employee/Government Servant	Designation	Mobile No.
1	2	3	4
1.	Md. Islamuddin	Peon	9402839747
2.	Shangamlung Pamei	Peon	7085788512
3.	Takhelchangbam Rojit Sharma	Chowkidar	9774393606
4.	Loitongbam Angoubi Devi	Peon	8014543937
5.	Rajiya Begum	Peon	6009467480
6.	Waikhom Babyrani Devi	Peon	7640891163
7.	Shahjahan	Hort. Demonstrator	8837284734
8.	Thaodem Joykumar Meitei	Peon	9383219520
9.	Pangambam Robert Meitei	Peon-cum-Chowkidar	7005266122

9. Monthly remuneration received by Officers & employees including system of compensation [Section 4(1) (b) (x)]

Group A

Sl. No.	Name of the Employee/Government Servant	Designation	Corresponding applicable Pay Scale Level in Pay Matrix
1	2	3	5
1.	K. Debadutta Sharma	Joint Director (SC) as Director (H&SC)	Level-13: ₹ 67700 - 208700
2.	Irengbam Dineshkumar Singh	Sr. Administrative Officer (H&SC)	Level-13: ₹ 67700 - 208700
3.	Wanneilen Serto	Sr. Finance Officer (H&SC)	Level-12: ₹ 53100 - 167800
4.	Yeendrembam Samarendra Singh	Assistant Engineer	Level-9: ₹ 43300 - 137100
5.	Nameirakpam Sunil Singh	Agriculture Officer (H)	Level-9: ₹ 43300 - 137100
6.	Dr. Urithibam Supriya Devi	Agriculture Officer (H)	Level-9: ₹ 43300 - 137100
7.	Dr. Akoijam Somorjit Singh	Agriculture Officer (SC)	Level-9: ₹ 43300 - 137100

Group -B

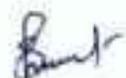
Sl. No.	Name of the Employee/Government Servant	Designation	Corresponding applicable Pay Scale Level in Pay Matrix
1	2	3	5
1.	Keisam Pradeep	Assistant Agriculture Officer	Level-7: ₹ 35400 - 112400
2.	Chirom Surajkumar Singh	Assistant Agriculture Officer	Level-7: ₹ 35400 - 112400
3.	Ngangom Bishal Singh	Assistant Agriculture Officer	Level-7: ₹ 35400 - 112400
4.	Deepak Huidrom	Assistant Agriculture Officer	Level-7: ₹ 35400 - 112400

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Group- C

Sl. No.	Name of the Employee/Govern Servant	Designation	Corresponding applicable Pay Scale Level in Pay Matrix
1	2	3	5
1.	P. Chanu Shanti	UDC	Level-7: ₹ 35400 – 112400
2.	Y. Binodini Devi	UDC	Level-6 : ₹ 29200 – 92300
3.	Th. Rita Devi	UDC	Level-8 : ₹ 38800 - 123100
4.	Md. Zakir Ahmed	UDC	Level-5: ₹ 25500 – 81100
5.	Abujam Sanajaoba Singh	UDC	Level-5: ₹ 25500 – 81100
6	Chungkham Tony Singh	UDC	Level-5: ₹ 25500 – 81100
7.	Lairenlakpam Billion Singh	Accountant	Level-5: ₹ 25500 – 81100
8.	Md. Islamuddin	LDC	Level-7: ₹ 35400 – 112400
9.	A. Dhani Singh	LDC	Level-4: ₹ 21700 – 69100
10.	Md. Syed Fakaruddin	LDC	Level-4: ₹ 21700 – 69100
11.	Toijam Dhanamanjuri Chanu	LDC	Level-4: ₹ 21700 – 69100
12.	Khuraijam Chandrakumar Singh	LDC	Level-4: ₹ 21700 – 69100
13.	Deepika Naorem	LDC	Level-4: ₹ 21700 – 69100
14.	Laishram Romesh Singh	LDC	Level-4: ₹ 21700 – 69100
15.	Zulfikar Ali Rashid	LDC	Level-4: ₹ 21700 – 69100
16.	Soram Sunita Devi	LDC (Utilised at CFT, Mantripukhri)	Level-4: ₹ 21700 – 69100
17.	Bidyalakshmi Yumnam	OACCO	Level-4: ₹ 21700 – 69100
18.	V.S. Chipemthing	OACCO	Level-4: ₹ 21700 – 69100
19.	K.Y. Ngayaorni	OACCO	Level-4: ₹ 21700 – 69100
20.	L. Priyokumar Singh	Asst. Horticulture Inspector	Level-5: ₹ 25500 – 81100
21.	Yumkhaibam Badaruddin	Asst. Horticulture Inspector	Level-5: ₹ 25500 – 81100
22.	Md Imdadul Haque Khan	Asst. Horticulture Inspector	Level-5: ₹ 25500 – 81100
23.	Ayekpam Adhunik Devi	Asst. Horticulture Inspector	Level-5: ₹ 25500 – 81100
24.	Kh. Nirmala Devi	Asst. Horticulture Inspector	Level-3: ₹ 19900 – 63200
25.	N. Indrajit Singh	Jeep Driver	Level-6 : ₹ 29200 – 92300
26.	Ningthoujam Jatiswor Singh	Jeep Driver	Level-3: ₹ 19900 – 63200

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27.	Akoijam Arunkumar Singh	Jeep Driver	Level-3: ₹ 19900 – 63200
28.	Md. Abul Hasim	Jeep Driver	Level-3: ₹ 19900 – 63200
29.	Heikham Ranjit Singh	Jeep Driver	Level-3: ₹ 19900 – 63200
30.	A. Shyam Singh	Surveyer	Level-5: ₹ 25500 – 81100

Group- D

Sl. No.	Name of the Employee/Government Servant	Designation	Corresponding applicable Pay Scale Level in Pay Matrix
1	2	3	5
1.	Md. Islamuddin	Peon	Level-1: ₹ 15700 – 50000
2.	Shangamlung Pamei	Peon	Level-1: ₹ 15700 – 50000
3.	Takhelchangbam Rojit Sharma	Chowkidar	Level-1: ₹ 15700 – 50000
4.	Loitongbam Angoubi Devi	Peon	Level-1: ₹ 15700 – 50000
5.	Rajiya Begum	Peon	Level-1: ₹ 15700 – 50000
6.	Waikhom Babyrani Devi	Peon	Level-1: ₹ 15700 – 50000
7.	Shahjahan	Hort. Demonstrator	Level-1: ₹ 15700 – 50000
8.	Thaodem Joykumar Meitei	Peon	Level-1: ₹ 15700 – 50000
9.	Pangambam Robert Meitei	Peon-cum-Chowkidar	Level-1: ₹ 15700 – 50000

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Band

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Staff list of the Subordinate Office (s) of the Department of Horticulture & Soil Conservation, Manipur

A. Office of the District Officer (H&SC), Bishnupur District				
Sl. No.	Name	D.O.B	Designation	EIN/SIN
1	Soibam Sushila Chanu	01-07-1974	District Officer (H&SC), Bishnupur	084146
2	Dr. Laishram Laishana Devi	01-02-1985	Agriculture Officer (SC)	090293
3	K. Homeshwari Devi	04-02-1992	Agriculture Officer (SC)	090149
4	Tarini Wangkheimayum	15-03-1992	Jr. Subject Matter Specialist	090145
5	Sukham Joybi Singh	01-04-1994	Asstt. Subject Matter Specialist	111825
6	N. Deben Singh	01-01-1966	Field Assistant	002126
7	Yumkhaibam Jamuna Devi	01-08-1967	Asstt. Hort. Inspector	084457
8	N. Superman Singh	02-02-1986	Field Assistant	086641
9	B. Premananda Sharma	10-02-1992	Asstt. Hort. Inspector	087354
10	N. Busharanjan Singh	08-07-1986	Field Assistant	087570
11	Laishram Shiromoni Singh	01-04-1975	Field Assistant	093947
12	Khuraijam Meghajit Singh	01-02-1980	Asstt. Hort. Inspector	103207
13	P. Bidhu Singh	01-01-1968	Asstt. Hort. Inspector	001335
14	L. Bijoy Singh	01-04-1972	Asstt. Hort. Inspector	001183
15	M. Meghachandra Singh	31-01-1966	Soil Surveyor	002849
16	Th. Rita Devi	01-03-1966	UDC	001180
17	Wangkhem Premjit Singh	01-03-1987	Office Assistant-cum-Computer Operator	088409
18	David Mongjam	03-02-1989	LDC	088756
19	Thoidingjam Nivedita Devi	20-03-1991	Office Assistant-cum-Computer Operator	089547
20	Mitaranjan Sougaijam	01-03-1987	LDC	089548
21	K. Dongailung	10-11-1992	LDC	089596
22	K. Dinachandra Singh	01-03-1980	Jeep Driver	086603
23	Leimapokpam Jemabati Devi	01-04-1975	Peon	086740
24	P. Ojitkumar Singh	02-03-1986	Peon	086604
25	Ashik Thoitak	01-03-1968	Chowkidar	001647

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B. Office of the District Officer (H&SC), Thoubal District				
1	Kh. Malemnganba Meitei	31-03-1991	District Officer (H&SC), Thoubal	087330
2	Y. Santosh Singh	03-02-1989	Horticulture Dev. Officer	090151
3	Bikram Yumlembam	06-02-1977	Agriculture Officer (SC) posted as Officer in-charge, MIDH, Directorate of H&SC	087009
4	Th. Shanjip Singh	01-03-1990	Asst. Soil Conservation Officer	111838
5	M. Tijendra Singh	26-03-1996	Asst. Agriculture Officer	111837
6	Donald Lourembam	11-03-1985	Field Assistant	094471
7	Md. Akbar Khan	01-07-1981	Field Assistant	087552
8	Rk. Moti Devi	01-02-1968	Asst. Horticulture Inspector	084455
9	Rk. Anando Singh	23-01-1987	Asst. Horticulture Inspector	086693
10	Rk. Priyananda Singh	01-04-1987	Field Assistant	087353
11	Okram Bidyamani Singh	01-04-1988	Asst. Horticulture Inspector	087343
12	Okram Melody Devi	20-02-1995	Field Assistant	086546
13	Okram Subhashini Devi	01-02-1995	Field Assistant	086545
14	Ksh. Aruni Devi	01-03-1979	Field Assistant	084456
15	H. Boyai Singh	05-01-1967	AHI utilized at Directorate of H&SC	083942
16	A. Mema Devi	03-02-1966	UDC	001288
17	W. Debadash Singh	09-03-1990	UDC	088372
18	Sh. Brajamani Sharma	01-02-1967	LDC	002786
19	Henry Takhellambam	01-02-1966	Office Assistant-cum-Computer Operator	088083
20	E. Bidyapati Devi	01-04-1977	LDC	110821
21	M. Tomba Singh	02-06-1983	Jeep Driver	086715
22	Ksh. Shanta Singh	07-03-1985	Peon	086638
23	Ng. Jotishkumar Singh	02-10-1986	Peon	086623
24	Ak. Bina Devi	01-02-1984	Horticulture Demonstrator	117177
25	Md. Abdur Rashid	01-02-1966	Field Assistant	001814
26	N. Kamala Devi	01-01-1968	Senior Accountant	002982
C. Office of the District Officer (H&SC), Churachandpur District				
1	Nengneihing Kipgen	12-10-1989	Soil Conservation Officer	087288
2	Lhingneikim Lhungdim	21-03-1989	Agriculture Officer (SC)	087287
3	Tinkhanthem Haokip	16-02-1993	Agriculture Officer (SC)	090099
4	T. Thonkhanchin	01-04-1979	Asst. Horticulture Inspector	001665
5	T. Ngampao Haokip	13-11-1979	Asst. Horticulture Inspector	086736
6	Janet Zothantluangi	13-02-1990	Asst. Horticulture Inspector	086640
7	Seihjakhom Khongsai	04-04-1984	Soil Surveyor	086643
8	J. C. Zoengzama	02-09-1990	Soil Surveyor	086718
9	Demetry Hmar	03-01-1984	Soil Surveyor	087450




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10	B. Lunching	11-02-1981	Head Clerk	001455
11	Lamminthang Singson	06-04-1988	UDC	088112
12	Muanlamsang Guite	21-12-1993	UDC	088088
13	MD. Ershad Hussain	25-03-1983	UDC	088111
14	K. Lalramliana	15-07-1980	LDC	087910
15	C. Lalzarliani	01-03-1972	LDC	001389
16	Ngursangzual Sanate	27	LDC	001361
17	David Zothanmawia	03-03-1980	Jeep Driver	087341
18	Laltlanmawia	29-10-1991	Jeep Driver	086719
19	M. Thangkhanhup	12-02-1979	Peon	085649
20	Ngurthanglur	01-03-1986	Peon	110290
21	Protiva Lalhlmpui	04-07-1975	Peon	098504
22	Siamnunsang	21-03-1995	Peon	087508
23	Hoihkim	11-06-1970	Peon-cum-Chowkidar	001451
24	Lalmalsawm	01-03-1972	Peon-cum-Chowkidar	001414
25	Laltanpui	01-03-1972	Peon-cum-Chowkidar	001514
26	Benjamin	01-03-1972	Chowkidar	001415
27	Chongmuon Kim	03-05-1971	Chowkidar	087254
D. Office of the Agriculture Officer (SCR), Gelzang, Churachandpur District				
1	Jangminlal Khongsai	01-10-1984	Agriculture Officer (SCR), Gelzang	087292
3	Damkhangin	30-01-1980	Office Assistant-cum-Computer Operator	089549
4	Thiansuanmang	30-08-1978	Peon-cum-Chowkidar	001181
E. Office of the Cashewnut Development Officer, Jiribam District				
1	Yambem Pradeep Singh	20-03-1991	Cashewnut Development Officer (CDO), Jiribam	087319
2	Laiphangbam Justin	19-02-1990	Asst. Horticulture Inspector	110164
3	Takhellambam Abatar Singh	28-10-1985	Field Assistant	086692
F. Office of the District Officer (H&SC), Tamenglong District				
1	Ngangkham Momocha	15-03-1988	District Officer (H&SC), Tamenglong	087420
2	Roshan Dangmei	15-02-1988	Horticulture Dev. Officer	087355
3	Cnjs Arangba Mangang	04-03-1987	Agriculture Officer (H) utilised at Directorate	091228
4	Tongbram Rojina Devi	29-03-1990	Soil Conservation Officer	090147
5	T. Radheshyam Singh	01-03-1966	Section Officer	002774
6	Gaichuipuilu Maringmei	20-02-1991	Asst. Agri. Officer (SC)	111835
7	Samuel Gangmei	04-03-1995	Asst. Horticulture Inspector	086720
8	Gracy Riamei	04-03-1994	Asst. Horticulture Inspector	086721
9	Thuansing K.P.	01-10-1989	Field Assistant	086724
10	Kennedy Parnei	01-04-1993	Field Assistant	086619

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11	Gaikhangnai Gangmei	01-03-1986	Field Assistant	086722
12	Singamlung Pamei	10-12-1987	Field Assistant	086723
13	Yumnam Gojendra Singh	05-02-1982	Field Assistant	099103
14	Y. Ibotombi Singh	01-01-1968	Field Assistant	001631
	D. Namisomrei	01-04-1970	Field Assistant	001595
15	Kadangai Rongmei	29-12-1993	U.D.C	088079
16	George Gonmei	01-02-1995	UDC	088080
17	Nongthombam Arundas Singh	01-03-1988	UDC	088117
18	O. Ranjita Devi	01-03-1967	UDC	001193
19	Ganthaopou Pamei	14-01-1983	UDC	089555
20	Jaokhupou Pamei	01-02-1988	Jeep Driver	086621
21	Jangchupou Gangmei	13-07-1981	Peon	086959
22	Longapou Gonmei	15-06-1982	Peon-cum-Chowkidar	001614

G. Office of the District Officer (H&SC), Senapati District

1	Kshetrimayum Somendro Singh	11-07-1987	District Officer (H&SC), Senapati and in charge Vegetable Specialist Liyai	087442
2	Thounaojam Jason	30-12-1989	Jr. Subject Matter Specialist	900097
3	Athaipeu Palmei	25-02-1993	Soil Conservation Officer	090098
4	R. Savainei	20-10-1989	Asst. Agriculture Officer	111836
5	L. Tuleshwor Singh	01-01-1977	Asst. Horticulture Inspector	084336
6	Kh. Dhanabir Singh	12-04-1980	Asst. Horticulture Inspector	093948
7	N. Ibochou Singh	01-01-1967	Asst. Horticulture Inspector	001765
8	G. Soniya Devi	01-02-1969	Asst. Horticulture Inspector	084335
9	Tao Haba Poumei	02-12-1982	Field Assistant	087753
10	Md. Abdul Wahid	01-03-1971	Field Assistant (Utilised at Governor Manipur)	084333
11	Nehemiah Gangmei	09-02-1983	Field Assistant	087346
12	H. Budhichandra Singh	01-01-1974	Field Assistant	002079
13	N. Tomaljao Singh	15-06-1981	Field Assistant	001749
14	N. Bina Devi	01-01-1971	Accountant (Utilised at DSS, Mantripukhri)	087547
15	Kh. Ramesh Singh	02-01-1982	U.D.C	002832
16	P. Gaijenlung Kabui	01-03-1978	U.D.C	088084
17	L. Babyna Devi	13-03-1987	U.D.C	088110
18	T. Sangeeta Devi	02-01-1986	U.D.C (Utilised at DO, H&SC, Thoubal)	088373
19	K. Roli	01-03-1986	L.D.C	102281
20	V. Martin	01-03-1986	Jeep Driver (Utilised at RPO, Maram)	086800
21	A. Chuchu	01-01-1968	Chainman	001766

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22	N. Onia	01-03-1967	Chowkidar	001818
23	Magdale	03-01-1984	Peon	096096
24	D. Levi	10-03-1989	Mali (Utilised at RPO, Maram)	110163
25	Nepuni Kaikho	07-12-1981	Horticulture Demonstrator	108194
H. Office of the Vegetable Specialist, Liyai, Senapati District				
1	Analu Gangmei	01-02-1980	F.A	087345
2	Jamkhotinthang Khongsai	03-02-1984	Driver	087294
I. Office of the Deputy Director (H&SC), Kangpokpi District				
1	R. K. Mirabel	21-02-1990	Dy. Director (H&SC), Kangpokpi	087421
2	K. Jaswabanta Sharma	15-11-1985	Horticulture Dev. Officer	090790
3	Ngailenchong Kipgen	21-12-1993	Soil Conservation Officer	090102
4	Kamei James	02-03-1978	Asst. Horticulture Inspector	087321
5	Seikhohao Haokip	01-04-1975	Asst. Horticulture Inspector	084334
6	Md Razak Khan	03-03-1985	Asst. Horticulture Inspector	086637
7	L. Leibakmacha Singh	05-08-1979	LDC	001534
8	Daimei Namsinrei	18-06-1989	Office Assistant-Cum -Computer Operator	089553
9	Thangminlen Kipgen	01-08-1983	Peon	087347
J. Office of the District Officer (H&SC), Ukhrul District				
1	Kh. Manorama	18-03-1993	District Officer (H&SC)/ Jr.SMS	087760
2	W.Rangsan Koireng	01-02-1983	Horticulture Dev. Officer	087290
3	Thumaya Kashung	25-12-1985	Soil Conservation Officer	090101
4	Ehilel Moirangthem	01-01-1977	Soil Surveyor	086694
5	M. Vareiso	04-06-1990	F.A	086798
6	M.Thotchuila	28-12-1990	F.A	087419
7	L. Keshochandra Singh	01-03-1974	Head Clerk	002854
8	Md. Tajuddin Khan	01-03-1985	UDC	088289
9	Khuraijam Amanda Devi	05-04-1991	Accountant	088229
10	Th. Ranjita Devi	03-02-1983	UDC	001314
11	Darwin Moirangthem	08-03-1991	UDC	088410
12	Lungaiphun Gangmei	14-02-1988	UDC	088228
13	Milan Kamei	20-10-1986	OACCO	088082
14	S. Newton Singh	01-02-1981	PCC	001936
15	R.S. Ramreiyo	15-03-1980	Jeep Driver	086695
16	P.A Luiyila	20-06-1977	Peon	087553
K. Office of the District Officer (H&SC), Chandel District				
1	K Sundeep Singh	25-10-1992	District Officer (H&SC), Chandel	087407
2	Bharun	01-03-1994	Agriculture Officer (SC) (Study leave)	090103
3	S. Surajkumar Singh	01-04-1981	Horticulture Dev. Officer	090100

