

GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING, MANIPUR
Takylpat

No. 9/11/2016(8)(Pt.)

Imphal, the 10th July, 2025

To,

... **Under Secretary (Horti. & SC),** ...
... **Govt. of Manipur**

Subject: Submission of Third Party Audit Report on Suo Motu Disclosure under Section 4(1)(b) of the RTI Act, 2005.

Sir/Madam,

In pursuance of the directives issued by the Department of Personnel & Training (DoPT), Government of India, and in coordination with the Manipur Information Commission, the State Academy of Training has conducted a Third Party Audit of Suo Motu Disclosures under Section 4(1)(b) of the Right to Information Act, 2005 for your department/directorate.

The audit was carried out based on the information furnished by your department and the disclosures available on your official website. The objective of this audit is to assess compliance with the proactive disclosure requirements of the RTI Act and to promote transparency, accountability, and public accessibility of information.

The Audit Report for your department/ directorate is enclosed herewith for your kind information and necessary action. You are requested to kindly review the observations and take appropriate steps to address the areas of non-compliance at the earliest. The department is further encouraged to regularly update and maintain the RTI section of its website in accordance with the provisions of Section 4 of the Act.

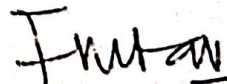
A copy of this report is also being forwarded to the Manipur Information Commission for their reference.

Your cooperation in strengthening the implementation of the RTI framework is highly appreciated.

Thanking you.

Encl: *Audit Report – Suo Motu Disclosure under Section 4(1)(b) RTI Act, 2005.*

Yours faithfully,


(Dr. Md. Imran Khan)
Sr. Administrative Officer, SAT

Copy to :-

1. P.A. to Director General/SAT, Manipur.
2. Joint Secretary, Manipur Information Commission (MIC).
3. Relevant File.

Third-Party Audit Inspection Report

Public Authority: Department of Horticulture & Soil Conservation, Manipur

Website: <https://horticulture.mn.gov.in/>

Date of Audit: 04/06/2025

Name of the 3rd Party Audit Agency: State Academy of Training, Manipur.

Summary of Findings:

The audit was conducted to assess the Department of Horticulture & Soil Conservation's compliance with the proactive disclosure requirements under Section 4(1)(b) of the RTI Act, 2005. While most parameters are satisfactorily met, certain areas require further attention and timely disclosure on the department's official website.

Detailed Assessment:

Sl. No.	Item	Audit Observation	Compliance Status	Recommendations
1.	Organisation, Functions and Duties [Sec 4(1)(b)(i)]	Basic structure mentioned.	Complied	A detailed organizational chart may be included in this sub-section.
2.	Powers and Duties of Officers and Employees [Sec 4(1)(b)(ii)]	Power duties of officers and employees are furnished.	Complied	-
3.	Decision-Making Procedures [Sec 4(1)(b)(iii)]	Lacks clarity	Partially Complied	Documented internal decision-making procedures, specifying roles and responsibilities at each level, may be furnished.
4.	Norms for Discharge of Functions [Sec 4(1)(b)(iv)]	Required information furnished	Complied	-
5.	Rules, Regulations, Instructions, Manuals, and Records [Sec 4(1)(b)(v)]	A generic list of applicable rules and acts is provided.	Complied	Department-specific list of applicable rules and acts may be added.
6.	Categories of Documents Held [Sec 4(1)(b)(vi)]	A list of the categories of documents provided.	Complied	-
7.	Arrangement for Consultation [Sec 4(1)(b)(vii)]	Not furnished	Not Applicable	Explicit clarification on the non-applicability of public consultation mechanisms may be furnished if none are in place.
8.	Board, Councils, Committees [Sec 4(1)(b)(viii)]	Details of the 3 committees are furnished.	Partially Complied	Other committees, such as purchase committees (L.P.C, L.T.C & H.T.C) constituted may be added in the list.

9.	Directory of Officers and Employees [Sec 4(1)(b)(ix)]	A directory of the officers/ employees is provided.	Complied	-
10.	Monthly Remuneration [Sec 4(1)(b)(x)]	Monthly salary details of officers and employees are provided.	Complied	-
11.	Budget Allocation [Sec 4(1)(b)(xi)]	Budget allocation FY 2023-24 provided.	Partially Complied	Current year budget allocation along with the proposed expenditure may be provided to ensure complete financial disclosure.
12.	Execution of Subsidy Programs [Sec 4(1)(b)(xii)]	Furnished a list of 17 subsidy schemes administered by the department.	Partially Complied	Scheme guidelines, fund and beneficiary list may be uploaded to enhance public understanding and transparency.
13.	Recipients of Concessions [Sec 4(1)(b)(xiii)]	-	Not applicable	-
14.	Information in Electronic Form [Sec 4(1)(b)(xiv)]	Furnished a list of documents and their mode of retrieval.	Complied	-
15.	The particulars of facilities available to citizens for obtaining Information, including the working hours of a library or reading room, if maintained for public use. [Sec 4(1)(b)(xv)]	Required information furnished.	Partially Complied	Information on other public access mechanisms may be furnished, such as RTI filing procedures, in the absence of a library
16.	Names, Designations & other particulars of PIOs [Sec 4(1)(b)(xvi)]	Names and contacts of PIO/APIO provided	Complied	-
17.	Other Information [Sec 4(1)(b)(xvii)]	Annual reports and a list of some other policies, decisions taken, procurement-related information, etc, are furnished.	Not Complied	Any additional relevant information that may enhance public understanding and transparency may be disclosed in this sub-section.

Conclusion:

The Suo Moto disclosure by the Department of Horticulture & Soil Conservation reveals a fair level of compliance with the RTI Act requirements. However, improvements in specific areas are needed to ensure greater transparency and legal conformity.

Recommendation:

Immediate action is advised to bring all "Partially Complied" or "Not Complied" items in line with RTI Act mandates by furnishing the required information on the official website, ensuring timely updates, and enhancing public accessibility and transparency.