

Suo Muto Disclosures

(As per section 4(1)(b) of the RTI Act-2005)

**MANIPUR RENEWABLE ENERGY DEVELOPMENT AGENCY
(MANIREDA)**

(A Government of Manipur Undertaking)

2nd Floor, South Block, Secured Office Complex, A. T. Line,
Near 2nd Manipur Rifles Gate, Imphal-795001, Manipur

Email: manireda99@yahoo.com

Website: www.manireda.mn.gov.in

Sl. No	Section No.	Contents	Pages
1.	4 (1) (b) (i)	The particulars of the organization, functions and duties.	1-3
2.	4 (1) (b) (ii)	The Powers and Duties of Officers of MANIREDA	4
3.	4 (1) (b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	5
4.	4 (1) (b) (iv)	The norms set by it for discharge of its functions.	5
5.	4 (1) (b) (v)	The rules/regulations/instructions/manuals and record held by the Public Health Engineering Department or under its control or used by its employees for discharging its functions.	5
6.	4 (1) (b) (vi)	A statement of the categories of documents that are held by it or under its control.	6
7.	4 (1) (b) (vii)	The arrangement for consultation with or representation by members of the public in relation to the formulation of policy or implementation thereof.	6
8.	4 (1) (b) (viii)	A statement of the Boards, Councils, Committee and other bodies consisting of two or more persons constituted as its part or the purpose of its advice, and as to whether meetings of these Boards, Councils, Committees and other bodies are open to the Public, or the minutes of such meetings are accessible for public.	6
9.	4 (1) (b) (ix)	Directory of its officers and employees.	7
10.	4 (1) (b) (x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	8
11.	4 (1) (b) (xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	8
12.	4 (1) (b) (xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme.	8
13.	4 (1) (b) (xiii)	Details of particulars of recipients of concessions, permits or authorizations granted by it.	9
14.	4 (1) (b) (xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	9
15.	4 (1) (b) (xv)	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.	9
16.	4 (1) (b) (xvi)	Names, designation and other particulars of the Public Information Officers.	9
17.	4 (1) (b) (xvii)	Other information and tour details of SCIC, SIC & officers of the Department.	9

Section 4 (1) (b) (i): The particulars of the organisation, functions and duties.

Manipur Renewable Energy Development Agency (MANIREDA)

Manipur Renewable Energy Development Agency is to promote, develop and diffuse knowledge in the various fields of renewable energy, and in particular to develop and promote non-conventional new, renewable and alternate energy sources and technologies, evolve and promote energy conservation measures, develop the area of energy management as an input to an appropriate ecology and environmental policy and generally to deal with problems arising from depletion non renewable sources of energy and evolve suitable alternatives thereof

The Chairman of the Agency shall be the Chairman of the Executive Committee of the Agency. He shall be responsible for the overall administration of the Agency and shall have the power to accord administrative approval and expenditure sanction as empowered from time to time. He shall be the appointing authority for all the posts in the Agency. He shall nominate members of DPC.

The Vice-Chairman shall act as the Chairman of the Agency in the absence of the Chairman of the Agency. He shall review and offer guidance in the activities of the Organization and act on behalf of the Chairman.

The Member-Secretary shall be the Chief Executive Officer of the agency and shall exercise the power of HoD for Administrative and Financial matters.

The Director shall be the Head of Office. He would look after programme formulation, implementation and all project related works of the agency and perform such duties as delegated to him from time to time by the Chairman or Executive Committee. The Director shall have day to day general control over staff administration, on supervision and management of the affairs of the Agency. He shall assist Member Secretary in Administrative, Financial and Technical matters of the Organization. He shall be responsible for preparation of Annual Budget Estimate and Financial and 1 (one) DDO who is looking after the Account Section of the Department. There is one Joint Director, three Senior Scientific officer and two Scientific officer who overall supervise the works.

1. Manipur Renewable Energy

Development Agency (MANIREDA)

(An Autonomous Govt. Institution Under Department of Power)

2nd Floor, South Block, Secured Office Complex, Near 2nd M.R Gate, Imphal-Dimapur Road, Imphal-795001.

2. The office timings of the Department

are:-Summer - 09.00 a.m. to 05.30 p.m.

Winter -09.00 a.m. to 05.00 p.m.

ORGANISATION.

4. THE GOVERNING BODY: The Governing Body is the highest decision making body of MANIREDA.

The names and occupations of the members of the 17th Governing Body to whom by the Rules of the Society, the management of the affairs of the Society is entrusted as required under Section 6(a) of the Manipur Societies Registration Act 1989 (Manipur Act. No. 1 of 1990)

Sl. No.	List of Members/ Designation	Status
1	Hon'ble Minister/ Hon'ble MLA	Chairman
2	Administrative Secretary (Power) or his representative not below than rank of Dy. Secy	Vice-Chairman (ex-officio)
3	Administrative Secretary (Environment & Forest) or his representative not below than rank of Dy. Secy	Member (ex-officio)
4	Administrative Secretary (Commerce & Industries) or his representative not below than rank of Dy. Secy.	Member (ex-officio)
5	Administrative Secretary (Planning) or his representative not below than rank of Dy. Secy.	Member (ex-officio)
6	Administrative Secretary (Finance) or his representative not below than rank of Dy. Secy	Member (ex-officio)
7	Administrative Secretary (Sc & Tech) or his representative not below than rank of Dy. Secy. Block	Member (ex-officio)
8	Administrative Secretary (Agri) or his representative not below than rank of Dy. Secy.	Member (ex-officio)
9	Administrative Secretary (RD &PRI) or his representative not below than rank of Dy. Secy.	Member (ex-officio)
10	Managing Director (IREDA) or his representative	Member (ex-officio)
11	Chief Engineer(Power)	Member (ex-officio)
12	One Representative Regional office MNES N.E. Region	Member (ex-officio)
13	The Jt. Secy/Addl. Secy/Special Secy, Secretariat South Block	Member (ex-officio)
14	Director, MANIREDA	(Ex- officio)

Section 4 (1) (b) (ii): The Powers and Duties of Officers of MANIREDA

Sl. No.	Designation	Powers and Duties
1.	Chairman	The Chairman shall be responsible for the overall administration of the Agency and shall have the power to accord administrative approval and expenditure sanction as empowered from time to time. He shall be the appointing authority for all the posts in the Agency. He shall nominate members of DPC.
2.	Member Secretary	The Member Secretary is the Chief Executive Officer of the agency and shall exercise the power of HoD for Administrative and Financial matters.
3.	Director	The Director shall be the Head of Office. He would look after programme formulation, implementation and all project related works of the agency and perform such duties as delegated to him from time to time by the Chairman or Executive Committee.
4.	Joint Director	Joint Director shall be Administration, supervision, guidance, correspondence, Finance & Funding works, Annual plan, Work Programme etc.
5.	Sr. Scientific Officer	General administration, establishment, confidential etc. and Supervision & support to officials/staff and Implementation of Renewable programme.
6.	Sr. Scientific Officer/DDO	General administration, establishment, confidential etc., Accounts, PFMS, Finance & Funding, Audit matters, Annual plan, Work Programme, Court/Legal matters/RTI etc.
7.	Scientific Officer	Implementation of Renewable Energy Programme & Court/Legal matters/RTI etc.
8.	Junior Engineer	Sr. Scientific Officer supervise the work of Junior Engineer.

Section 4 (1) (b) (iii): The procedure followed in the decision making process, including channels of supervision and accountability:

Channel of submission of files:-

Sl. No.	Type of work	Channel of Submission(1)	Channel of Submission (2)	Channel of Submission(3)	Level of Final Disposal
1.	Technical Works	Sr. Scientific Officer (B)	Director	Member Secretary	Chairman
2.	Administrative Works	Joint Director	Director	Member Secretary	Chairman
3.	Accounting Works	Sr. Scientific Officer/DDO	Director	Member Secretary	Chairman

Section 4(1)(b)(iv): The norms set by it for discharge of its functions:

The functions are discharged under a comprehensive framework of norms and guidelines set by the Government of Manipur.

Section 4(1)(b)(v): the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The rules, regulations, instructions, manuals etc. issued by the Central and State Government from time to time are followed for discharge its functions.

The Acts, Rules, Bye-laws, Regulations, etc. pertaining to MANIREDA may be accessed through the following links.

1. www.manireda.mn.gov.in

Section 4 (1) (b) (vi): Categories of documents held by the authority under its control.

Sl. No.	Subject	Type of document. File/Electronic file/ Register	Custodian of the documents
1.	Annual Administrative Report	File/ Register	Technical/General
2.	RTI/Vigilance/NGT	File/ Register	Technical/General
3.	Renewable Energy works (Solar, Wind, Hydro, Biogas etc.)	File/ Register	Technical
4.	Public Complaint/ Training/ Departmental Meetings	File/ Register	Technical
5.	E-Tender	File	Technical
6.	Maintenance/ Surveying Work	File/ Register	Technical
7.	Equipment/ Material Storage	File/ Register	File
8.	Fund/ Budget/Accounting/Audit	File/ Register	Accounts
9.	Pension Service/ Service Book/Recruitment/Reimbursement/Leave Record, etc	File/ Register	General

Section 4 (1)b(vii): The arrangement for consultation with or representation by members of the public in relation to the formulation of policy or implementation thereof:

MANIREDA implements the Central Sponsored Scheme for which the Policy consultation with the public is done by the Ministry. For state programme and schemes, citizen feed back is taken from time to time based on the representatives received from the public in this regard.

Section 4 (1)(b) (viii): a statement of the 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;

Governing Body: The General superintendence, direction and control of the affairs of the Agency shall be vested in the Governing Body. The senior IAS officer in the rank of Chief Secretary/Additional Chief Secretary appoint by Government shall be the Chairman of the Agency. As per 16 G.B amendment of Clause 8 & 15 of the Rules & Regulations of MANIREDA so that instead of Minister (Power) being the Ex-officio Chairman, the state Govt. namely, the Power Department shall appoint the Chairman of MANIREDA from time to time.

Executive Committee: The Executive Committee will be constituted by five members: i) Chief Secretary as Chairman, ii) Commissioner/Secretary (Power), Government of Manipur as Member Secretary, iii) Commissioner/Secretary (Pgs.), iv) Commissioner/Secretary, (Finance) and V) Director, MANIREDA as Member.

Section 4 (1) b (ix):Directory of its officers of the Department as on 13/05/2026 :

Sl. No	Name of the Officers	Designation
1	Neilengthang Teliem, IAS	Member Secretary
2	Dr. Sharath Chandra Arroju	Director
3	Wakambam Suraj Singh	Joint Director
4	Babita Thangjam	Sr. Scientific Officer
5	Ngangbam Chittaranjan Singh	Sr. Scientific Officer/DDO
6	Md. Agha Janab Khan	Sr. Scientific Officer
7	Ningombam Brojendro Singh	Scientific Officer
8	Sagolshem Somendro Singh	Scientific Officer
9	Kabrambram Gojendro Singh	Junior Engineer
10	Wahengbam Sanatombi Devi	Junior Engineer
11	Longjam Nabachandra Singh	Junior Engineer

Section 4 (1)(b)(x): The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :-

Monthly remuneration for officers and employees of the MANIREDA Department, Manipur, is disbursed according to their respective Pay Band/Level, following the revisions introduced by the 7th Central Pay Commission and the Manipur Services (Revised Pay) Rules, 2019, in addition to other admissible allowances.

Section 4(1) (b) (xi): The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

The budget provision meant for the financial year 2025-2026 is provided by the State Govt. of Manipur. The budget provision is meant mostly for payment of pay and allowances of the department and office maintenance only. Details of budget estimate and Revised estimate for the year 2025-26 is as follows :

Sl. No.	Head of Account	Name of expenditure	BE 2025-26	RE 2025-26
1	2810-00-800-01-01-31	Grants-in-aid- General	50.00	50.00
2	2810-00-800-01-01-35	Grants for creation of Capital Assets	400.00	400.00
3	2810-00-800-01-01-36	Grants-in-aid-Salaries	270.00	270.00
	Total		720.00	720.00

Section 4(1)(b)(xii): The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme :

Firms were selected through E-Tender, Beneficiaries/Applicant were informed through Local papers and applicants were selected first come first basis. Details of the beneficiaries are available in MANIREDA Official website: www.manireda.mn.gov.in

Section 4(1)(b)(xiii): Details of particulars of recipients of concessions, permits or authorizations granted by it :- NIL

Section 4(1)(b)(xiv): Details in respect of the information, available to or held by it, reduced in an electronic form :-

Details of information available in electronic form, including various Centrally Sponsored Schemes, RTI disclosures, Acts, Rules, Regulations, and other related documents, are available on the official website of the MANIREDA Department.

Section 4(1)(b)(xv): 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:-

Facilitates for Filing RTI and providing information can be availed at the following address. Applications can be submitted through post or by hand in the receipt counter of MANIREDA during working hours(Monday to Saturday) from 9:00 AM to 5:30 PM Summer (March to October) and from 9:00 AM to 5:00 PM winter(November to February).

At present there is no separate facilitation desk but the staff of the Department provide all necessary help and assistance to any needy person. The Department has not set up a library or a reading room for the public

Section 4 (1) (b) (xvi): Name and Designation of the Public Information

Officers of MANIREDA:

Sl. No.	Name	Designation of post
(1)	(2)	(3)
1.	Dr. Sharath Chandra Arroju	First Appellate Authority (FAA)
2.	Wakrambam Suraj Singh , Joint Director, MANIREDA	State Public Information Officer (SPIO)
3.	(1)Ngangbam Chittaranjan Singh, Sr. Scientific Officer (2) Md. Agha Janab Khan Sr. Scientific Officer	State Assistant Public Information Officer (SAPIO)

Section 4(1) (b) (xvii): Such Other information as may be prescribed; and thereafter update these publications every year ;

The Annual Administrative Report is uploaded on the official website of the Department every year.