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OFFICE OF THE DIRECTOR
COMMUNICATION & CAPACITY DEVELOPMENT UNIT
PUBLIC HEALTH ENGINEERING DEPARTMENT
GOVERNMENT OF MANIPUR

No. Dir/CCDU/3/2026/1384

Imphal, 03rd June, 2026

To,

The Chief Town Planner,
Town Planning Department,
Government of Manipur

Subject: Submission of Third-Party Audit Report of Suo Motu Disclosures under Section 4(1)(b) of the RTI Act, 2005 of Town Planning Department, Manipur – reg

Sir/ Madam,

With reference to your letter No. GO_TP-8/5/2025-e-TPD dated 08.05.2026, I am to forward herewith the Third-Party Audit Report of Suo Motu Disclosures under Section 4(1)(b) of the Right to Information Act, 2005 in respect of the Town Planning Department, Manipur, conducted by this office.

The Audit Report is enclosed herewith for favour of information and further necessary action.

Yours faithfully,



(Khumallambam Leena Devi)

Director,

Communication & Capacity Development Unit,
PHED, Government of Manipur

Director

Communication & Capacity Development Unit,
PHED, Government of Manipur

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 3/6/2026



**REPORT OF THIRD PARTY ON
PROACTIVE DISCLOSURE OF INFORMATION
UNDER RTI ACT, 2005**



**TOWN PLANNING DEPARTMENT
MANIPUR**

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1. INTRODUCTION

“Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed.”

The Right to Information Act, 2005, enacted on 15th June 2005, represents a landmark legislation aimed at strengthening transparency, accountability, and participatory governance in public administration. The Act empowers citizens to access information held by public authorities and reinforces the principle that government institutions function as trustees of public interest.

The framework of the RTI Act operates through two complementary dimensions:

- ❖ **Demand Side:** Citizens seek information through RTI applications and appeals when information is not readily available or when responses are delayed or inadequate. This mechanism enables public oversight and accountability.
- ❖ **Supply Side:** Equally important is the obligation of public authorities to proactively disclose information suo motu through websites, reports, notices, and digital platforms so that citizens can access essential information without the need to file individual RTI applications.

Section 4 of the RTI Act, 2005 specifically mandates public authorities to maintain and proactively disclose key information relating to organizational structure, functions and duties, powers and responsibilities of officers, decision-making processes, budget allocations, norms of functioning, schemes, projects, staff details, and public service mechanisms. The purpose of these disclosures is to promote openness, reduce information asymmetry, and improve public trust in governance.

Recognizing the importance of proactive disclosure, the Department of Personnel & Training (DoPT), Government of India, issued an Office Memorandum dated 15th April 2013 directing all Ministries, Departments, and Public Authorities to undertake periodic Third-Party Audits of suo motu disclosures under Section 4 of the RTI Act. These audits are intended to:

- Assess the availability, completeness, quality, timeliness, and accessibility of information disclosed by public authorities;
- Evaluate the effectiveness of institutional transparency mechanisms and e-governance initiatives; and
- Identify gaps and recommend measures for improving proactive disclosure and citizen-centric governance.

In pursuance of these directions, the Manipur Information Commission, under the guidance of the Central Information Commission, has advised all State Government Departments and Public Authorities to institutionalize regular audits of their disclosures under Section 4 of the RTI Act, 2005.

Accordingly, the Town Planning Department, Government of Manipur, undertook this Third-Party Audit of Proactive Disclosure under Section 4(1)(b) of the RTI Act, 2005.

The Town Planning Department is a technical and statutory department functioning under the Municipal Administration, Housing and Urban Development (MAHUD) Department, Government of Manipur. Established in the year 1965-66, the Department is entrusted with the responsibility of ensuring proper and judicious use of land and planned urban development in the State in accordance with the provisions of the Manipur Town & Country Planning Act, 1975 and related urban development regulations.

The Department plays a pivotal role in preparation of regional plans, sub-regional plans, GIS-Based Master Plans, Local Area Plans (LAP), Town Planning Schemes (TPS), and urban development guidelines for towns and urban areas of Manipur. The Department also functions as the State Mission Directorate/Nodal Department for implementation and monitoring of the Atal Mission for Rejuvenation and Urban Transformation (AMRUT) and AMRUT 2.0 programmes, CITIIS 2.0 and Urban Challenge Funds (UCF) in the State.

Over the years, the Department has undertaken several important initiatives in the field of urban governance, including:

- Preparation of GIS-Based Master Plans for Greater Imphal and District Headquarters;
- Implementation of Online Building Permission System (OBPS);
- Operationalisation of Online Municipal Services (OMS) under E-Municipality;
- Implementation and monitoring of AMRUT and AMRUT 2.0 projects;
- Preparation of Comprehensive City Mobility Plans and Risk-Informed Master Plans;
- Urban reforms under Special Assistance to States for Capital Investment (SASCI); and
- Promotion of sustainable urban planning and infrastructure development.

The Department has also progressively adopted digital governance and proactive disclosure practices through publication of Annual Administrative Reports, RTI disclosures under Section 4(1)(b), staff directories, budget details, organizational structures, notifications, project reports, planning documents, and citizen-oriented information on its official website.

The present audit examined the official website of the Town Planning Department, Government of Manipur, along with the suo motu disclosures available under Section 4(1)(b) of the RTI Act, Annual Administrative Reports from FY 2020-21 onwards, notifications relating to Public Information Officers and First Appellate Authorities, staff and remuneration details, budget disclosures, project information, and other publicly accessible records and documents.

The audit was conducted with the objective of assessing the extent of compliance of the Town Planning Department with the proactive disclosure obligations under the RTI Act, 2005, particularly with respect to completeness, accessibility, regular updating, digital transparency, and citizen-friendliness of the disclosed information.

This report presents the findings of the Third-Party Audit and seeks to serve as a constructive instrument for strengthening institutional transparency, accountability, public participation, and responsive urban governance in the Town Planning Department, Government of Manipur.

2. SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005

Section 4 of the Right to Information Act, 2005 lays down the statutory obligations of every public authority to ensure proactive and suo motu disclosure of information to the public. This provision forms the foundation of supply-side transparency—ensuring that essential information is voluntarily disseminated without waiting for citizens to file individual RTI applications.

The key provisions of Section 4 are summarized below:

4(1)(a): Maintenance and Cataloguing of Records

Every public authority shall:

- Maintain all its records duly catalogued and indexed; and
- Ensure that such records are computerized within a reasonable time and linked through networks across the country to facilitate easy access.

This clause establishes the responsibility of the Town Planning Department, Government of Manipur to maintain properly structured and digitized records relating to urban planning, development projects, GIS-Based Master Plans, building permissions, schemes, financial allocations, administrative decisions, and statutory functions in a manner that is accessible and retrievable for public reference.

4(1)(b): Mandatory Suo Motu Disclosures

Public authorities are required to publish within 120 days from the enactment of the Act—and update annually—the following 17 categories of information:

1. Particulars of the organisation, functions, and duties
2. Powers and duties of officers and employees
3. Decision-making procedures, including supervisory channels
4. Norms for discharge of functions
5. Rules, regulations, manuals, and records used in discharging functions
6. Categories of documents held under its control
7. Arrangements for consultation with or representation by the public in policy formulation or implementation
8. Details of boards, councils, or committees formed for advice, including public access to minutes
9. Directory of officers and employees
10. Monthly remuneration of officers and employees and the system of compensation
11. Budget allocation and disbursement plans of each agency under it
12. Execution of subsidy programmes, including allocations and beneficiaries
13. Recipients of concessions, permits, or authorisations
14. Information available in electronic form
15. Facilities available for obtaining information, including working hours of reading rooms/libraries
16. Names and contact details of Public Information Officers (PIOs)
17. Any other information as may be prescribed

These 17 points constitute the backbone of proactive transparency obligations and provide a framework for Town Planning Department to publish structured information through its website (www.tpmanipur.mn.gov.in) for citizen access.

4(1)(c): Publication of Relevant Facts

The Town Planning Department is required to publish all relevant facts while formulating important urban planning policies, development plans, infrastructure projects, zoning regulations, and urban governance reforms affecting the public. This includes disclosure relating to Master Plans, Local Area Plans (LAP), Town Planning Schemes (TPS), urban mobility plans, and AMRUT/AMRUT 2.0 projects.

4(1)(d): Reasons for Decisions

The Department shall provide reasons for its administrative or quasi-judicial decisions, particularly in matters relating to land-use compatibility, building plan approvals, planning permissions, project sanctions, urban reforms, and policy implementation—so that stakeholders understand the basis of decision-making.

4(2): Constant Endeavour for Suo Motu Disclosure

The Department is expected to continuously endeavour to provide as much information suo motu to the public through regular website updates, annual reports, notices, circulars, project disclosures, and digital services so that the public has minimum need to resort to formal RTI applications.

4(3): Wide and Accessible Dissemination

Information should be disseminated widely and in easily accessible formats using websites, electronic records, public notices, reports, and other communication channels. The information should preferably be available in both English and Local Language to improve accessibility and citizen participation.

4(4): Cost-Effective and Localised Access

While disseminating information, the Town Planning Department should ensure:

- ❖ Cost-effective access to information;
- ❖ Availability of information in user-friendly formats;
- ❖ Wider accessibility through digital platforms;
- ❖ Use of communication channels suitable for urban and semi-urban populations; and
- ❖ Availability of records electronically wherever feasible.

Explanation: Dissemination includes publication through websites, notice boards, newspapers, electronic media, reports, notifications, and any other effective means of communication.

Implication for Town Planning Department, Government of Manipur

Section 4 imposes a statutory responsibility on the Town Planning Department to ensure proactive, timely, structured, and citizen-centric disclosure of information concerning urban planning and development activities in the State.

This includes:

- Publication of organizational structure, functions, and statutory responsibilities;

- Disclosure of urban development plans, GIS-Based Master Plans, LAP/TPS schemes, and planning guidelines;
- Uploading Annual Administrative Reports, budget allocations, and project details;
- Providing information regarding AMRUT and AMRUT 2.0 implementation;
- Publishing details of officers, remuneration, RTI authorities, and decision-making processes;
- Dissemination of online citizen services such as Online Building Permission System (OBPS) and Online Municipal Services (OMS); and
- Ensuring regular updating of suo motu disclosures under Section 4(1)(b).

Effective implementation of these provisions will enhance transparency, accountability, citizen participation, and public trust in the urban governance and planning framework of the State.

3. LIST OF PUBLIC AUTHORITIES OF TOWN PLANNING DEPARTMENT, MANIPUR

Sl. No.	Name & Designation	Designated Authority
1)	Nongthombam Benju Singh, Additional Chief Town Planner (i/c Chief Town Planner), Town Planning Department, Manipur Email ID: nongthombam.benju@manipur.gov.in Phone Number: +91 9862579787	FIRST APPELLATE AUTHORITY (FAA)
2)	M. Manas Singh, Associate Town Planner (Architect), Town Planning Department, Manipur Email ID: manas.maisnam@manipur.gov.in Phone Number: +91 9436021347	STATE PUBLIC INFORMATION OFFICER (SPIO)
3)	M. Manas Singh, Associate Town Planner (Architect), Town Planning Department, Manipur Email ID: manas.maisnam@manipur.gov.in Phone Number: +91 9436021347	Nodal Officer, Suo-Motu Disclosure under Section 4 of RTI Act, 2005
4)	Communication and Capacity Development Unit, Public Health Engineering Department, Manipur	Third Party Audit

Roles and Responsibilities under the RTI Framework

- ❖ The First Appellate Authority (FAA) hears appeals from citizens where information is denied, delayed, or inadequately furnished by the State Public Information Officer within the prescribed time period under the RTI Act, 2005.
- ❖ The State Public Information Officer (SPIO) is responsible for receiving RTI applications, processing requests for information, coordinating with concerned branches/sections, and furnishing information within the time limit prescribed under Section 7(1) of the RTI Act, 2005.
- ❖ The Nodal Officer for Suo-Motu Disclosure monitors and ensures timely updating of proactive disclosures under Section 4(1)(b) of the RTI Act on the Department's official website and maintains accessibility of public information in electronic form.
- ❖ The officers and technical sections of the Department support the RTI mechanism by maintaining records, master plans, notifications, project reports, development proposals and ensuring proper cataloguing and dissemination of information to the public.

4. SELF-APPRAISAL OF TOWN PLANNING DEPARTMENT, MANIPUR UNDER THE RIGHT TO INFORMATION ACT, 2005

Sl. No.	Parameter	Information disclosed
1)	Organisation and Function	The mandate, functions, and organisational structure of the Town Planning Department are clearly reflected in the suo motu disclosure under Section 4(1)(b) available on the Department's website. The Department functions under the MAHUD Department, Government of Manipur, and is responsible for preparation of Master Plans, Regional Plans, Area Development Plans, implementation of AMRUT and AMRUT 2.0 projects, Online Building Permission System (OBPS), Online Municipal Services (OMS), and urban planning reforms. Details regarding organisational hierarchy, powers and duties of officers, office address, and Annual Administrative Reports are publicly available.
2)	Budget and Programmes	The Department has disclosed budget allocations for FY 2026-27 under Demand No. 12-MAHUD, including expenditure heads such as Salaries, Medical Treatment, Allowances, Departmental Travel Expenditure, Office Expenses, and Digital Equipment. Annual Administrative Reports contain detailed information regarding implementation of AMRUT, AMRUT 2.0, GIS-Based Master Plans, Water Supply Projects, Water Body Rejuvenation, Rain Water Harvesting Parks, and Urban Reforms under SACI. However, project-wise expenditure statements, utilisation certificates, audit reports, and tender award details are not comprehensively disclosed in a consolidated format.
3)	Publicity and Public Interface	The Department has maintained a dedicated RTI disclosure section on its official website containing information under all 17 clauses of Section 4(1)(b) of the RTI Act. Important documents such as Annual Administrative Reports, directory of officers and employees, remuneration details, travel expenditure statements, organisational charts, and planning documents are accessible electronically. Information regarding Public Information Officer (PIO) and First Appellate Authority (FAA) is also available. However, citizen-centric features such as RTI online application facility, FAQs, grievance dashboards, and public consultation feedback mechanisms may be further strengthened.
4)	E-Governance	The Department has adopted electronic dissemination of records through its official website and implementation of digital urban governance platforms such as Online Building Permission System (OBPS) and Online Municipal Services (OMS). Nevertheless, further integration of downloadable datasets, searchable archives, online status monitoring, and machine-readable disclosures would enhance transparency and public accessibility.
5)	Information as may be prescribed	The Department has disclosed substantial information corresponding to the 17 mandatory clauses prescribed under Section 4(1)(b) of the RTI Act, including organisational details, duties of officers, decision-making procedures, categories of documents held, budget allocations, directory of employees, remuneration, electronic records, and details of PIO/FAA. Annual Administrative Reports from FY 2020-21 onwards are also available. However, some areas such as detailed citizen charter, periodic RTI statistics, minutes of departmental committees, and comprehensive manuals/guidelines may be further strengthened and consolidated for easier public reference.

Sl. No.	Parameter	Information disclosed
6)	Information disclosed on own initiative	The Department regularly publishes Annual Administrative Reports, RTI disclosures, planning documents, staff directories, remuneration details, and programme-related updates through its website. However, more frequent updating of implementation progress, tender results, beneficiary-oriented information, and real-time project monitoring dashboards would further improve proactive transparency and citizen engagement.

5. METHODOLOGY OF AUDIT

The Third-Party Audit of Proactive Disclosure for the Town Planning Department, Government of Manipur was conducted from 18th May to 23rd May 2026 by the Communication & Capacity Development Unit (CCDU), Public Health Engineering Department, Government of Manipur, in accordance with Section 4 of the Right to Information Act, 2005 and the guidelines issued by the Department of Personnel & Training (DoPT), Government of India.

Approach

The audit adopted both qualitative and quantitative assessment methods to evaluate the extent of compliance with proactive disclosure obligations under Section 4(1)(b) of the RTI Act. Each disclosure category was assessed with respect to availability, accessibility, accuracy, completeness, and periodic updating.

Sources of Information

- 1) Official website of Town Planning Department, Manipur
- 2) Annual Administrative Reports (FY 2020-21 to FY 2025-26)
- 3) Suo Motu Disclosure under Section 4(1)(b) of RTI Act, 2005
- 4) RTI Notifications and designation orders relating to SPIO and FAA
- 5) Directory of Officers and Employees
- 6) Departmental budget allocation details
- 7) Travel expenditure statements of officers
- 8) GIS-Based Master Plan and AMRUT/AMRUT 2.0 related documents
- 9) Discussions and clarifications with departmental officials and staff

Methodology Steps

- **Document Verification:** Each mandatory disclosure item prescribed under Section 4(1)(b) of the RTI Act was cross-verified with documents uploaded on the Department's website and related official records.
- **Scoring:** Each parameter was evaluated on a 10-point scale ranging from "Not Disclosed" to "Fully Disclosed" based on completeness, quality, and public accessibility of information.
- **Qualitative Review:** Assessed clarity, language simplicity, and ease of citizen access.
- **Technical Evaluation:** The functionality of hyperlinks, download accessibility, availability of electronic records, and responsiveness of the website were examined.
- **Compliance Validation:** The audit verified whether the disclosures were updated periodically and whether the Department had complied with all 17 mandatory clauses prescribed under Section 4(1)(b) of the RTI Act.

Audit Focus Areas

1. Organisation and Functions
2. Budget and Programmes
3. Publicity and Public Interface
4. E-Governance and Digitisation
5. Compliance with Section 4(1)(b)
6. Suo Motu Initiatives

The audit evaluated both the **depth of information** and its **usability for citizens**, emphasising timely updates, bilingual access, and financial transparency.

6. THIRD PARTY AUDIT REPORT

Details	Information
Name of Public Authority being Audited	Town Planning Department, Government of Manipur
Website	https://www.tpmanipur.mn.gov.in/
Nodal Officer, Suo-Motu Disclosure under Section 4 of RTI Act, 2005	M. Manas Singh, Associate Town Planner (Architect), Town Planning Department, Manipur
Third Party Auditor	Communication and Capacity Development, PHED Manipur

Audit Table

Sl. No.	Parameter	Information disclosed on MDS Website	Remarks by Auditor	Weightage Value	Point Score
1)	Organisation and Function	Organisational structure, mandate, powers and duties of officers, departmental functions, Annual Administrative Reports, and planning responsibilities are disclosed through the official website and Section 4(1)(b) disclosures. Details relating to Master Plans, AMRUT implementation, OBPS and OMS initiatives are available.	Complied. Organisational mandate, urban planning functions, and administrative structure are clearly defined and publicly accessible.	10	9
2)	Budget and Programme	Annual Administrative Reports contain information on AMRUT and AMRUT 2.0 projects, GIS-Based Master Plans, Urban Reforms, and departmental programmes. Budget allocation details and travel expenditure statements are disclosed.	Mostly complied. Major programmes and budget heads are disclosed; however, project-wise expenditure statements, tender outcomes, utilisation certificates, and audited financial details may be further consolidated and uploaded.	30	25
3)	Publicity and Public Interface	RTI disclosures under Section 4(1)(b), officer directories, remuneration details, Annual Administrative Reports, and programme documents are accessible on the Department's website. Public information regarding OBPS and OMS is also available.	Substantially complied. Public interface and digital accessibility are satisfactory; however, citizen charter, online grievance monitoring, FAQs,	25	20

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 Director
 Communication & Capacity Development Unit,
 PHED, Government of Manipur

Sl. No.	Parameter	Information disclosed on MDS Website	Remarks by Auditor	Weightage Value	Point Score
			and bilingual access may be strengthened further.		
4)	E-Governance	The Department has implemented Online Building Permission System (OBPS), Online Municipal Services (OMS), GIS-Based Master Planning, and e-Office systems. Planning documents and reports are electronically accessible.	Largely complied. Significant progress in e-governance and digital urban administration observed. Integration of downloadable datasets, searchable archives, and real-time monitoring dashboards is recommended.	20	17
5)	Information as may be prescribed	RTI notifications, details of SPIO and FAA, organisational structure, remuneration statements, budget details, powers and duties of officers, and electronic records are disclosed under Section 4(1)(b).	Almost complied. Most mandatory disclosures are available; however, periodic RTI statistics, committee/ meeting minutes, citizen charter, and consolidated manuals/guidelines may be further strengthened.	10	8
6)	Information disclosed on own initiatives	The Department regularly publishes Annual Administrative Reports, planning initiatives, urban reform activities, AMRUT achievements, and project-related information through its website.	Almost complied. Continuous efforts toward proactive transparency are evident; however, more frequent updates on project implementation status and public dashboards would further improve citizen engagement.	5	4
Total				100	83

Total Score (83) and Grade (Very Good)

Kishaan

K. Lian
 Director
 Communication & Capacity Development Unit,
 PHED, Government of Manipur

Summary of Findings

- The Town Planning Department, Government of Manipur has substantially complied with the proactive disclosure requirements under Section 4(1)(b) of the RTI Act, 2005 through publication of Annual Reports, RTI disclosures, budget details, staff information, and planning documents.
- Further improvements are required in project-wise financial disclosures, RTI statistics, grievance dashboards, bilingual accessibility, and real-time public information systems.

7. OBSERVATIONS

The Third-Party Audit of proactive disclosures under Section 4 of the RTI Act, 2005 indicates that the Town Planning Department, Government of Manipur has made considerable progress toward institutional transparency and digital governance. However, certain areas require strengthening for achieving higher standards of proactive disclosure and citizen-centric governance. The key observations are as follows:

- ▶ **Strong Organisational and Functional Disclosure:** The Department has adequately disclosed its organisational structure, functions, powers and duties of officers, and planning responsibilities through its website and Annual Administrative Reports. Information relating to AMRUT, AMRUT 2.0, GIS-Based Master Plans, OBPS, and OMS is available and reflects substantial compliance with Section 4(1)(b).
- ▶ **Continuity in Annual Administrative Reporting:** The Department has consistently published Annual Administrative Reports from FY 2020–21 onwards, demonstrating continuity in proactive disclosure practices. The reports contain information regarding urban planning initiatives, infrastructure projects, reforms, and departmental achievements.
- ▶ **Progress in E-Governance Initiatives:** Implementation of Online Building Permission System (OBPS), Online Municipal Services (OMS), GIS-based planning systems, and adoption of e-Office indicate significant progress in digital governance and electronic record management.
- ▶ **Limited Financial and Project-wise Disclosure:** Although budget allocations and some expenditure details are disclosed, comprehensive project-wise expenditure statements, utilisation certificates, audited financial statements, tender results, and contract award details are not available in a consolidated public format.
- ▶ **Need for Enhanced Citizen Interface:** The website lacks certain citizen-centric transparency features such as online RTI application facility, grievance monitoring dashboard, RTI statistics, FAQs, and public consultation records. Availability of such mechanisms would improve public accessibility and citizen engagement.
- ▶ **Absence of Bilingual Accessibility:** Most disclosures are presently available only in English. Providing key public information, RTI guidance, and citizen-related instructions in Local Language would improve inclusiveness and accessibility.
- ▶ **Need for Consolidated RTI Handbook:** Information under Section 4(1)(b) is available across multiple files and pages. Consolidation of all mandatory disclosures into a single downloadable RTI handbook or searchable repository would enhance convenience and transparency.
- ▶ **Positive Institutional Commitment toward Transparency:** Overall, the Department has demonstrated a positive approach toward proactive disclosure and transparent urban governance through regular publication of reports, planning documents, and electronic dissemination of information. Further strengthening of structured public disclosure systems would enable the Department to achieve higher compliance standards under the RTI framework.

8. SUGGESTIONS

Based on the audit findings and assessment of suo motu disclosures under Section 4 of the RTI Act, 2005, the following recommendations are made to further strengthen proactive transparency and citizen-centric governance in the Town Planning Department, Government of Manipur:

► Strengthening Financial Transparency

- ❖ Publish project-wise expenditure details, utilisation certificates, audited financial statements, and tender award information in a consolidated format on the Department website.
- ❖ Provide periodic updates on AMRUT and AMRUT 2.0 project implementation and fund utilisation.

► Enhancing Citizen Interface and Accessibility

- ❖ Introduce online RTI application and grievance monitoring facilities for improved citizen access.
- ❖ Develop a Citizen Charter specifying services, timelines, and grievance redressal mechanisms.
- ❖ Provide key disclosures and citizen-oriented information in Local Language in addition to English.

► Improving E-Governance and Digital Access

- ❖ Create a consolidated downloadable RTI handbook containing all disclosures under Section 4(1)(b).
- ❖ Develop searchable digital archives and real-time dashboards for projects, planning permissions, and urban reforms.
- ❖ Strengthen website usability, mobile accessibility, and machine-readable data formats.

► Strengthening Proactive Disclosure Practices

- ❖ Regularly update Annual Administrative Reports, planning documents, notifications, and programme details on the website.
- ❖ Publish RTI statistics, public consultation details, committee information, and policy-related updates periodically.

► Institutionalising Transparency Mechanisms

- ❖ Conduct regular internal review of Section 4 disclosures and undertake annual Third-Party Audits.
- ❖ Designate dedicated officers/sections for monitoring proactive disclosure compliance and digital record management.

Outcome Expectation

Implementation of these recommendations will further strengthen transparency, accountability, public participation, and digital urban governance in the Town Planning Department and help the Department achieve higher standards of compliance under the Right to Information Act, 2005.

9. CONCLUSION

The Third-Party Audit of Proactive Disclosure under Section 4 of the Right to Information Act, 2005 for the Town Planning Department, Government of Manipur reflects the Department's significant progress toward transparency, accountability, and digital urban governance.

Through regular publication of Annual Administrative Reports, suo motu disclosures, planning documents, budget details, and administrative information, the Department has established a strong foundation for proactive disclosure and public accessibility of information. The audit also recognizes the Department's initiatives in implementation of GIS-Based Master Plans, Online Building Permission System (OBPS), Online Municipal Services (OMS), and e-Office systems, which demonstrate substantial progress in e-governance and modernization of urban administration.

The audit observed that the Department has substantially complied with the requirements prescribed under Section 4(1)(b) of the RTI Act, 2005 and has made continuous efforts toward improving institutional transparency and dissemination of information through digital platforms.

The Department secured an overall score of 83 out of 100, placing it in the "Very Good" category of proactive disclosure compliance.

However, to further strengthen transparency and achieve higher standards of citizen-centric governance, the Department may focus on:

- Enhancing project-wise financial and tender disclosures;
- Introducing citizen charter and grievance monitoring systems;
- Publishing RTI statistics and consultation records;
- Providing bilingual disclosures; and
- Developing consolidated searchable RTI repositories and real-time public dashboards.

With sustained efforts toward proactive disclosure, digital accessibility, and public engagement, the Town Planning Department, Government of Manipur has the potential to emerge as a model institution for transparent and accountable urban governance in the State.

