

**RTI Matter/**  
**Most Urgent**

GOVERNMENT OF MANIPUR  
TOWN PLANNING DEPARTMENT

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No. GO\_TP-8/5/2025-e-TPD

Imphal, the 30<sup>th</sup> April 2025

To

**The Joint Secretary,**  
Manipur Information Commission,  
Ground Floor, Secretariat North Block,  
Behind Western Block, Imphal.

**Subject:- Requisition of information u/s -25(1)(2) & (3) of the RTI Act, 2005 for preparation of Annual Report for the year 2024-25 along with order for designation of SPIO, SAPIO & Appellate Authority.**

Sir,

I am directed to invite a reference to your letter No. 8/1/2021-MIC dated 15.04.2025 on the above subject and to enclose herewith the duly filled up Proforma-I, II and III in respect of Town Planning Department, Manipur for the year 2024-25.

Further, a copy of the Notification No. 2/23/2007-MAHUD(Pt) dated 02.12.2015 issued by Secretariat (MAHUD) Department regarding designation of SPIO and First Appellate Authority for Town Planning Department is also enclosed.

Yours faithfully,

Encl: As above

**(M. Manas Singh)**  
Associate Planner (Architect)/  
SPIO, Town Planning Department

Copy to:

1. The Chief Town Planner, Manipur.
2. The Joint Secretary (MAHUD), Govt. of Manipur.

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83-12-2015

GOVERNMENT OF MANIPUR  
SECRETARIAT: MAHUD DEPARTMENT

**NOTIFICATION**

Imphal, the 2<sup>nd</sup> December, 2015

No.2/23/2007-MAHUD(Pt) : In supersession of previous orders issued in this regard and in exercise of the powers conferred under Section 19(1) and Sub-Section (1) of Section 5 of the Right to Information Act, 2005, the Governor of Manipur is pleased to designate the following officers as the **State Public Information Officer** and the **First Appellate Authority (FAA)** in respect of the Various Administrative units of the MAHUD Department to provide information to persons requesting for information under the said Act

Name of Administrative Unit/ Department	State Public Information Officer (SPIO)	First Appellate Authority (FAA)
Secretariat : MAHUD Department	Deputy Secretary (MAHUD), Government of Manipur.	Secretary (MAHUD), Government of Manipur.
Manipur Urban Development Agency (MUDA)	Deputy Secretary (MUDA), Manipur.	Secretary (MUDA), Manipur.
Directorate of MAHUD	Joint Director (MAHUD), Manipur.	Director (MAHUD), Manipur.
Planning & Development Authority (PDA), Manipur.	Deputy Secretary (PDA), Manipur.	Secretary (PDA), Manipur.
Town Planning Department, Manipur	Associate Town Planner (Architect)	Chief Town Planner, Manipur.
All Urban Local Bodies (ULBs)	Executive Officers concerned	Deputy Commissioners concerned.

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**(L. Geet Chandra Singh)**  
Under Secretary (MAHUD),  
Government of Manipur.

Copy to:-

1. The APS to the State Chief Information Commissioner, Government of Manipur.
2. The Secretary (MAHUD), Government of Manipur.
3. The Deputy Commissioners, Imphal West/Imphal East/Thoubal/Bishnupur.
4. The Director (MAHUD), Manipur.
5. The Chief Town Planner, Manipur.
6. The Secretary (MUDA), Manipur.
7. The Secretary (PDA), Manipur.
8. The Deputy Secretary, (MAHUD), Government of Manipur.
9. The Joint Director (MAHUD), Manipur
10. The Deputy Secretary (MUDA), Manipur.
11. The Deputy Secretary (PDA), Manipur.
12. All Executive Officers of Municipal Councils/Nagar Panchayats, Manipur.
13. The Associated Town Planner (Architect), Manipur.
14. Guard File.

**PROFORMA FOR FURNISHING INFORMATION IN CONNECTION WITH THE IMPLEMENTATION OF THE  
PROVISIONS OF THE RIGHT TO INFORMATION ACT, 2005  
For the Year 2024-25 (01.04.2024 to 31.03.2025)**

**Proforma-I**

**Department: Town Planning Department, Manipur**

**Public Authority: Associate Planner (Architect) [SPIO]**

Sl. No	Points on which the information is to be furnished	Report in detail	Remarks
1	<p>a) Whether the records of the office are duly catalogued and indexed to facilitate any extraction or recovery of information when applied for? [Section 4(1)(a)]</p> <p>b) Whether the records are computerised or not? [Section 4(1)(a)]</p> <p>c) Whether the information can be accessed through Internet or any LAN or any other means of electronic communication?</p>	<p><b>a) Yes. The office records are properly stored in relevant files, some as hard file and some as e-File, which are indexed. A file index register is also maintained for reference. This facilitates retrieval of records on the basis of reference made w.r.t. file numbers</b></p> <p><b>b) Partial. Now on-boarded to e-Office platform of the State Government</b></p> <p><b>c) Partial. GIS-Based Master Plan for Greater Imphal with maps, gazette notifications and other important documents of the Department are uploaded at the web site.</b></p>	
2	<p>a) Whether the information required to be published u/s 4(1)(b) of the RTI Act, 2005 has been published or not?</p> <p>b) Frequency of updation of the information published in 2(a) above</p> <p>c) Whether steps have been taken to facilitate easy access to information/ office records by the general public so that public may resort to the Act in minimum?</p>	<p><b>a) Yes. At the web portal of the Department</b></p> <p><b>b) At least once a year, or after a major structural change in the Department</b></p> <p><b>c) The information/ data pertaining to Master Plans/ maps, DPRs prepared by the Department or submitted to the Department can be accessed after obtaining permission of the Chief Town Planner during office hours. GIS-Based Master Plan with maps, gazette notifications and other important documents of the Department are uploaded at the web site.</b></p>	
3	Any information regarding disciplinary action taken against any officer concerning the implementation of the Act	Nil	
4	Whether a Nodal Officer has been appointed in respect of Public Authority?	Yes	The SPIO

## Proforma-I

**Department: Town Planning Department, Manipur**

**Public Authority: Associate Planner (Architect) [SPIO]**

Sl. No	Points on which the information is to be furnished	Report in detail	Remarks
5	Whether third party audit agency has been identified in respect of Public Authority, schedule of Third Party Audit.	<b>Not Yet.</b>	
6	Total Number of RTI applications received during the period under reporting and RTI applications filed/ coming from Urban and Rural areas.	<b>(1) One RTI application was received from Moirangthem Gautam of Uripok Gopaljee Leirak, regarding details of recruitment in the Department (Urban)</b>	Reply given to the applicant.
		<b>(2) One RTI application was received from Dhanraj Mangang of Thongju, Part-II regarding details of AMRUT utilization certificates. (Rural)</b>	Reply given to the applicant.
		<b>(3) One RTI application was received from Akoijam Munindro Singh of Iroisemba Mayai Leikai, regarding details of ASIDE scheme taken up at Lamboikhongnangkhong (Urban)</b>	As the information is not with the Department, the same was forwarded to the the Department of Trade, Commerce & Industries, u/s 6(3) of RTI Act, 2025. The reply of from Trade Commerce & Industries was forwarded to the applicant.
7	Total number of RTI applications filed by Female and Male applicants belonging to BPL families	<b>Female = NIL No applicants from BPL families</b>	
8	Any recommendation for reform, improvement, modernization in connection with implementation of the Act or amendment to this Act.		



