

Discloser under section 4 (1)(b) of the Right to Information Act ,2005

SN	Section (1) (B)	Answer
(i)	The particulars of its organisation, functions and duties	Name of the organisation: Directorate of Environment & Climate Change. Function and duties: Coordination and Promotion of all Environmental related issues in the state.
(ii)	The power and duties of each Officer and employee	Enclosed as Annexure-1
(iii)	The procedure followed in the decision making process including channels of supervision and accountability	Enclosed as Annexure-2
(iv)	The norms set by it for the discharge of its functions	The Directorate of Environment & Climate Change, Manipur, is responsible for all matters related to Environment, Ecology, and Climate Change, implementing Plans/Programs/Schemes on Eco-Development, Environment Education, Environment Monitoring, Conservation of Wetlands, Climate Change, Environment Impact Studies, etc. under the Environment Protection Act, 1986 and its subsequent Rules entrusted by the state government as well as the government of India from time to time.
(v)	The rules, regulations, instructions, manuals and records, held by its or under its control or used by its employees for discharge its function	The Environment Protection Act, 1986 and its Associate Rules
(vi)	A statement of the categories of document that are held by it or under its control	<ul style="list-style-type: none"> • Data of Environment Quality • Activities that are taken up by the Directorate • Records of case related to the Hon'ble Supreme Court of India, the Hon'ble High Court of Manipur and its

		subordinate Court and the Hon'ble National Green Tribunal.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formation of its policy or implementation thereof	Does not arise
(viii)	A statement of the boards, councils, committees, and other bodies consisting of two or more person constituted as its part or for the purpose of its advise, and as to whether meeting of those boards; council, committees and other bodies are open to the public, or the minutes of such meetings are assessable for public.	<p>Details of the committees</p> <ol style="list-style-type: none"> 1. Technical Committee, Manipur State Wetlands Authority (MSWA) for reviewing brief documents, management plans and advice on any technical matter referred to by the MSWA 2. Grievance Committee, Manipur State Wetlands Authority for providing a mechanism for hearing and forwarding the grievances raised by the public to the MSWA 3. State Social Impact Assessment Unit for conducting Social Impact assessment on acquisition of land for a public purpose 4. State Environment Impact Assessment Authority dealing with Environmental Clearances of development projects in the state 5. State Expert Appraisal Committee dealing with appraisal of projects proposed by project proponent for availing environmental clearances 6. State River Rejuvenation Committee for rejuvenation of polluted rivers in the state <p>The minutes of such meetings are not accessible for public.</p>
(ix)	A Directory of its officers and employees	Enclosed as Annexure-3

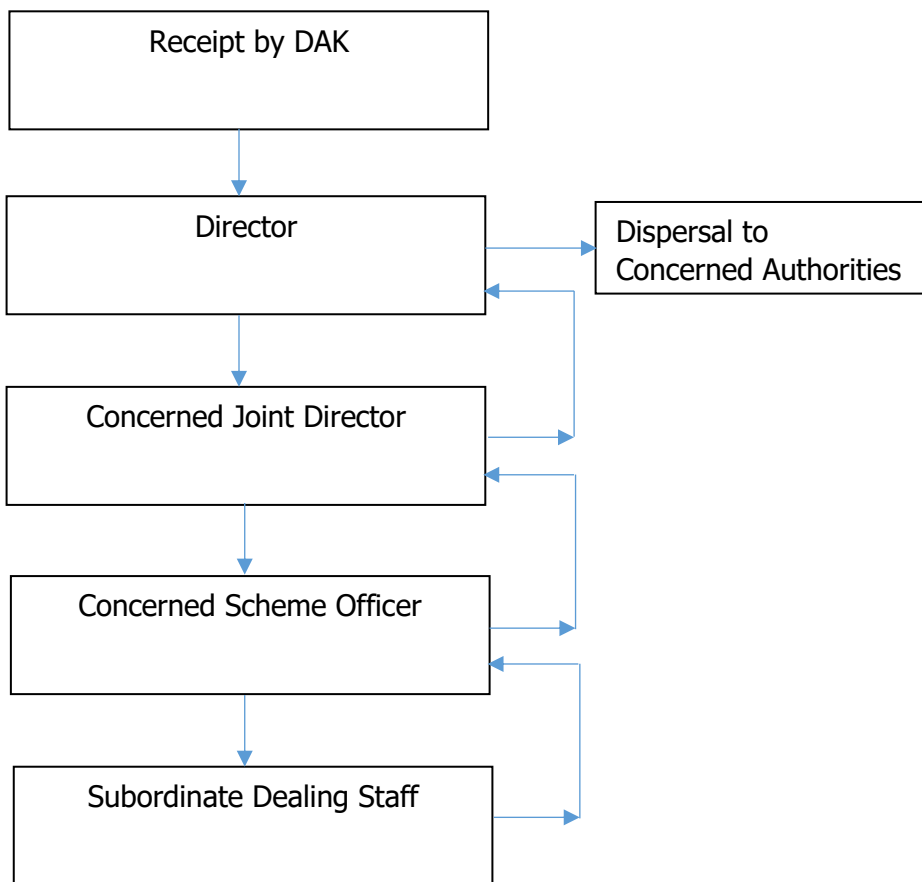
(x)	The monthly remuneration received by each of its officer and employees, including the system of compensation as provided in its regulation	Enclosed as Annexure-4
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and report on disbursements made	Budget for the Directorate FY 2025-26: Plan Budget: Rs. 2741 Lakhs
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	The Directorate is not implementing any programmes involving grant or subsidy
(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it	No
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	Grant of Environmental Clearances available in PARIVESH Web Portal
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or the reading room if maintain for public use	Information related to RTI can be obtained from the Public Information Officer nominated under RTI Act. Yes, Facility available for public use in the Directorate library or reading room during working hour
(xvi)	The names, designation and other particulars of the Public Information Officers	Joint Director, Directorate of Environment & Climate Change, Manipur as Public Information Officer (Copy of the order enclosed as Annexure-5)

Annexure-1

Duties of the officer of the Directorate of Environment & Climate Change as detailed:

SN	Officer	Responsibility	Reporting
1	Assistant Environment Engineer	<ul style="list-style-type: none"> • Environment Engineering Cell 	Director through Joint Director Concerned
2	Technical Officer	<ul style="list-style-type: none"> • Planning, Administration, Account • Leave / RR / Transfer Posting / Attendance • CMIS, BEAMS, IFMS, Bills, Taxes / GST • Eco-Development Programme • Road Median Plantation and Beautification • Beautification of Kangla and C.M. Bunglow • Liklai Leima Leikol, Awang Potsangbam etc. 	Director through Joint Director concerned
3	Development Officer	<ul style="list-style-type: none"> • Multidisciplinary Scientific Study of River Catchment • River Rejuvenation Programme • State River Rejuvenation Committee • Wetlands Conservation • State Wetlands Authority • Green Skill Development Programme • ENVIS / EIACP Centre • Environment Monitoring, R & D • Environmental Planning • PFMS for CSS / NEC / EAP • State Climate Change Cell • Media Resource Centre 	Director through Joint Director Concerned
4	Programme Officer	<ul style="list-style-type: none"> • District Environment Plan (Valley Districts) • Climate Change • Automated Weather Stations and Reporting • Water Body Conservation • SIA (Social Impact Assessment) Unit • Court Cases on Acts & Rules including NGT / Supreme Court / High Court / PIL • District Environment Plan (Hill districts) • Environment Clearance • State Environment Impact Assessment Authority and State Expert Appraisal Committee • Waste Management • Natural Resources Conservation, Environment Education & Information Dissemination Programme 	Director through Joint Director Concerned
5	Field Officer	<ul style="list-style-type: none"> • Ningsingkhul Biodiversity Park, Jiribam • State Botanical Garden, Khonghampat • Report Compilation • Library 	Director through Joint Director Concerned
6	Assistant Computer Programmer	<ul style="list-style-type: none"> • Information Technology Division • GIS and Remote Sensing • Web site management • Report Publication 	Director through Joint Director Concerned

Procedure followed in the decision-making process including channels of supervision and accountability:



Directory of the Directorate:

OFFICERS			
SN	Name	Designation	Office No.
1.	Dr. T. Brajakumar Singh	Director	9436035880
2.	Ph. Vivekananda Sharma	Joint Director	9774417927
3.	Smt. Neeta Arambam	Joint Director	8974004204
4.	K. Lungmi Abraham	Asst. Environment Engineer	7005008566
5.	Th. Ronendro Singh	Technical Officer	9612152655
6.	Y. Imocha Singh	Technical Officer	8974379382
7.	Dr. Mohd. Habibullah Khan	Programme Officer	7005504618
8.	Shri S.K. Gainaimai	Programme Officer	8974454275
9.	U. Gyanenkumar Singh	Programme Officer	8413973737
10.	Th. Alexander Singh	Development Officer	9612907146
11.	Dr. L. Bijen Meitei	Development Officer	9774257725
12.	Dr. N. Sanamacha Meitei	Development Officer	7005401412
13.	Shri Abui Kamson	Field Officer	9862102941
14.	Y. Surjakumar Singh	Field Officer	
15.	M. Ratankumar Singh	Asstt. Computer Programmer	9436295881

Cadre and Pay Level

Gazetted Officer:

SN	Name of the Post	Classification of Post	Pay Level
1.	Director	Grade-I	L-13
2.	Joint Director		L-13
3.	Asst. Environment Engineer	Grade-I	L-9
4.	Technical Officer		L-9
5.	Programme Officer		L-9
6.	Development Officer		L-9
7.	Field Officer		L-9
8.	Asstt. Computer Programmer	Grade-II	L-8

Non Gazette :

SN	Name of the Post	Classification of Post	Pay Level
1.	Junior Research Officer	Grade-III	L-6
2.	Computer Operator		L-6
3.	Technical Assistant		L-6
4.	Junior Accountant		L-6
5.	Laboratory Assistant		L-4
6.	Field Assistant		L-3
7.	Data Recorder		L-4
8.	Data Compiler		L-4
9.	Driver		L-5
10.	Peon	Grade-IV	L-2
11.	Laboratory Attendant		L-2
12.	Laboratory Cleaner		L-2
13.	Chowkidar		L-2
14.	Grade-IV		L-1
15.	Gardener		L-1

GOVERNMENT OF MANIPUR
SECRETARIAT : FOREST, ENVIRONMENT & CLIMATE CHANGE DEPARTMENT

NOTIFICATION

Imphal, the 27th December,2021

No.MM/2/2021-FE-Dept(For & Env): The following Officers in respect of Environment & Climate Change Department, Government of Manipur are hereby designated as Assistant Public Information Officer(APIOs), Public Information Officer(PIO) and Departmental Appellate Authority(DAA) under Section 5 (1) & (2) of the Right to Information Act,2005 for providing Information of the general public seeking information under RTI Act,2005:

Sl. No.	Public Information Officer (PIO)	Assistant Public Information Officer (APIO)	First Appellate Authority (FAA)
1.	Joint Director	1. Deputy Director 2. Technical Officer 3. Programme Officer 4. Development Officer 5. Field Officer	Director

2. The APIOs/PIOs shall furnish the replies/information to the applicant under RTI,2005 as per their availability/postings in the respective offices.

Digitally signed by A. HEERA SINGH
Date: Mon Dec 27 17:59:37 IST 2021
Reason: Approved

(A. Heera Singh)
Under Secretary (For., Env. & CC)
Government of Manipur

Copy to :

1. Secretary to the Governor, Manipur
2. Secretary to the Chief Minister, Manipur
3. PS to Deputy Chief Minister, Manipur
4. PS to all Ministers, Manipur
5. Chief Information Commissioner, Manipur
6. Staff Officer to Chief Secretary, Govt. of Manipur
7. P.S. to Ld. Advocate General, Manipur
8. APS to all Addl. Chief Secretaries,