

**PROACTIVE DISCLOSURE ON RTI ACT 2025**  
**DIRECTORATE OF EMPLOYMENT, MANIPUR UNDER SKILL , LABOUR, EMPLOYMENT AND**  
**ENTERPRENEURSHIP (SLEE),DEPARTMENT.**

Proactive Disclosure under Section 4(1) (b) (i) : The particulars of its organization functions and duties:

Directorate of Employment, Manipur under Department of SLEE, Govt. of Manipur is functioning with 17 (seventeen) Employment Exchanges through online mode for the services of registration, up gradation, renewal and transfer of Job Seekers w.e.f. 01/05/2023, namely,

1. Employment Exchange, Imphal West.
2. District Employment Exchange, Imphal East.
3. District Employment Exchange, Bishnupur.
4. District Employment Exchange, Thoubal.
5. District Employment Exchange, Churachandpur.
6. District Employment Exchange, Ukhrul.
7. District Employment Exchange, Tamenglong.
8. District Employment Exchange, Senapati.
9. District Employment Exchange, Chandel.
10. Town Employment Exchange, Kangpokpi.
11. Town Employment Exchange, Tamei.
12. Town Employment Exchange, Jiribam.
13. Town Employment Exchange, Sugnu and
14. Town Employment Exchange, Moreh.
15. Employment Information and Assistance Bureau at Saikul.
16. Special Employment Exchange for Physically Handicapped Persons and
17. University Employment Information and Guidance Bureau, M.U Campus, Canchipur.

This Directorate is committed to provide more online services like issuing of Employment Seeking Certificate, Submission/Sponsoring name of candidates to Employer to minimize physical interface for a more transparent public delivery services.



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Proactive Disclosure under Section 4(1) (b) (ii) : the powers and duties of its Officers and Employees.

Sl.No	Designation	Power and Duties
1.	Additional Director	Head of Department/Controlling Authority
2.	Deputy Director	Assist to Additional Director in discharging duties.
3.	Employment Officer	Head of Offices/DDO's of Employment Exchange, Imphal West and Assist to Additional Director in discharging duties.
4.	Assistant Director	Head of Offices/DDO's of District Employment Exchanges and Assist to Additional Director in discharging duties.
5.	Assistant Employment, Officer	Assist to Assistant Director (HoO) as well as to Additional Director in discharging duties.
6.	A.P.S./Steno	Assist to HoD in discharging duties
7.	Research Assistant (R.A)	Assist to Officers in discharging duties
8.	Head Clerk	Assist to Officer in Establishment matters in discharging duties.
9.	UDC	Assist to Head Clerk in discharging duties.
10.	LDC/OA	Assist to Head Clerk in discharging duties.
11.	Sub-Inspector of Statistics (S.I)	Assist to Officer in charge of EMI in discharging duties.
12.	Technical Assistant (T.A)	Assist to Officer in charge of EMI in discharging duties.
13.	Computer	Assist to S.I/T.A in discharging duties.
14.	Sorter	Assist to Computer in discharging duties.
15.	Group D (Daftry/Peon/Chowkidar/Sweeper/ Peon-cum-Chowkidar/Chowkidar- cum-Sweeper.	Assist to Officers/ Official in discharging duties, dag runners, Office Security and maintain cleanliness etc.

List of existing staff's details of Employment Exchange, Manipur as on April, 2025.

Sl.No.	Name of Employee	Designation
1.	Th. Subhashkumar Singh	Addl. Director
2.	N. Sadananda Singh	A.E.O.
3.	Md. Amir Hamja	A.E.O.
4.	A. Premila Devi	A.E.O.
5.	LalsiemkimJoute	A.P.S.
6.	T. Priyojit	S.I.
7.	Huidrom Sanjoylal Singh	S.I.
8.	Ningthoujam Johnson Singh	S.I.
9.	Tongbram Priyobarta	T.A.
10.	Lilly Yumnam	T.A.
11.	W. Mayangamba Mangang	T.A.
12.	R.k. Mohen Singh	T.A.
13.	Md. Imran khan	LDC
14.	L. Soniarani Devi	LDC
15.	Th. Bipinchandra Singh	LDC
16.	Y. Velentina Devi	LDC
17.	Sarepta	LDC
18.	Bechan Kumar	LDC
19.	Md. Mushader Shah	LDC
20.	Ngamkholal Mate	LDC
21.	N. Sunder Singh	Driver
22.	R.K Gyanendro Singh	Daftry
23.	Gaikhanlin Golmei	Peon
24.	L. Okendro Meitei	Peon
25.	N. Gambhir Singh	Peon
26.	Ph. Sanabiten Singh	Peon
27.	Ch. Gyaneshori Devi	Peon
28.	Y. Manisana Singh	Peon
29.	Ch. Bidyarani Devi	Peon
30.	P. Babita Devi	Peon
31.	N. Memcha Devi	Peon
32.	Th. Premkumar Singh	Peon
33.	H. Shama Devi	Peon
34.	Kh. Dharamveer Singh	Peon
35.	Nemngaihkim	Peon
36.	Ngamsung Shimphrui	Peon
37.	Mohan Tamang	Peon
38.	Lalhmachhuana	Peon
39.	Lemmila Shadang	Peon
40.	Sh. Premjit Singh	Peon
41.	T. Somorjit Meitei	Chowkidar
42.	K. Anandjit Singh	Chowkidar
43.	Ch. Memcha Devi	Chowkidar
44.	H. Jasmes	Chowkidar
45.	Th. Ibotombi Singh	Chowkidar
46.	L. Tomba Singh	Chowkidar-cum-sweeper
47.	W. Kesho Singh	Chowkidar-cum-sweeper
48.	N. Manglemtan Singh	Chowkidar-cum-sweeper
49.	Kh.Rupachandra Singh	Chowkidar-cum-Sweeper

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Proactive Disclosure under Section 4(1) (b) (iii): the procedure followed in decision making process, including channel of supervision and accountability.

CHANNEL OF SUBMISSION OF FILES

Sl.No	Types of cases	Level of final disposal	Channel of submission
1.	Entitlements of furniture and office equipments	HOD	DA/HC/HoO/HOD
2.	Official entitlements ( e.g. accommodation, Telephone, vehicle etc.)	HOD/AD	DA/HC/HoO/HOD/AD
3.	Official entitlements (e.g. office room allotments)	HOD	DA/HC/HoO/HOD
4.	Entitlements/Purchase of government vehicles	HOD/AD	DA/HC/HoO/HOD/AD
5.	Matter relating to enforcements CNV acts 1959	HOD/AD	DA/HC/HoO/HOD/AD
6.	Medical entitlements	HOD/AD/FD	DA/HC/HoO/HOD/AD
7.	Any kind of leave	HOD/AD	DA/HC/HoO/HOD/AD
8.	All matter pertaining to election including state election commission	CEO,SEC,Manipur	DA/ HC/HoO/HOD/AD
9.	Matter relating encashment of all bills	HoO/HOD/AD	DA/ HoO/HOD/AD
10.	Manipur information commission	HOD	DA/HC/HoO/HOD/AD

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Proactive Disclosure under Section 4(1) (b) (iv) : norms for the discharge of functions:

1. Information sought under RTI Act, 2025 is furnished to the applicants as early as possible within the frame of the RTI Act, 2025.
2. Appeals and complaints are taken up on the basis of first come first serve basis.

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Proactive Disclosure under 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:

Sl. No.	Subject	Where available
1.	Compulsory Notification Vacancy Acts 1959	available on website <a href="https://employmentservicemanipur.nic.in">https://employmentservicemanipur.nic.in</a>
2.	Compulsory Notification Vacancy Rule 1960	
3.	National Employment Service Manual Vol. I,II &III	

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Proactive Disclosure under Section 4(1) (b) (vi): Statement of categories of document held by the authority under its control.

Sl. No.	Subject	Type of document/Files/Register/ Vouchers etc.
1.	Files relating to various subjects	Physical/Register/Vouchers

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Proactive Disclosure under Section 4(1) (b) (vii): the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policies or implementation thereof:

**Visitors Timing :- Monday to Friday except holidays during office hours**

**PROACTIVE DISCLOSURE ON RTI ACT 2025**  
**DIRECTORATE OF EMPLOYMENT, MANIPUR UNDER SKILL , LABOUR, EMPLOYMENT AND**  
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Proactive Disclosure under Section 4(1) (b) (viii): a statement of the 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 committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

- (i.) Internal Complaints Committee, Directorate of Employment under SLEE Department, Vide order No. DEX/1/435/2025 dated 10<sup>th</sup> February, 2025.
- (ii.) Departmental Promotion Committees, High Power Level Committees, Suspension Review Committees and other committees are constituted from time to time as per the guidelines of Department of Personnel and Finance Department, Government of Manipur.
- (iii.) For the procurement of items by this Directorate, the Local Purchase Committee, Lower Tender Committee, Departmental Tender Committee, and Higher Tender Committee are constituted as and when required, in accordance with Finance Department's OM No. FX-3/63/2022-e-FD dated 1st March 2023 and the General Financial Rules (GFR), 2017.

**PROACTIVE DISCLOSURE ON RTI ACT 2025**  
**DIRECTORATE OF EMPLOYMENT, MANIPUR UNDER SKILL , LABOUR, EMPLOYMENT AND**  
**ENTERPRENEURSHIP (SLEE),DEPARTMENT.**

Proactive Disclosure under Section 4(1) (b) (ix): Contact Details of Directorate of Employment, Manipur,  
Lamphelpat:

Email ID: [dtemanipur@gmail.com](mailto:dtemanipur@gmail.com)

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Proactive Disclosure under Section 4(1) (b) (x) : The monthly salaries in the pay matrix received by each of its Officers and Employees in compliance with Manipur Service Revised Rule 2019.

Sl.No	Designation	Pay Level	Pay Band
1.	Additional Director	13	67700-208700
2.	Deputy Director/Employment Officer	12	53100-167800
3.	Assistant Director	8	38800-123100
4.	APS	8	38800-123100
5	Assistant Employment Officer	7	35400-112400
5.	Research Assistant	7	35400-112400
6	Head Clerk	7	35400-112400
7.	Sub-Inspector of Statistics	6	29200-92300
8.	Technical Assistant	6	29200-92300
9.	UDC	5	25500-81100
10	Computer	5	25500-81100
10.	LDC	3	19900-63200
11.	Sorter	3	19900-63200
12.	Group D	1	15700-50000

**PROACTIVE DISCLOSURE ON RTI ACT 2025**  
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**ENTERPRENEURSHIP (SLEE),DEPARTMENT.**

Proactive Disclosure under Section 4(1) (b) (xi): The Budgets allocated to this Directorate for the year 2025-2026 to defray expenses in connection with demand No. 13 which has the following three Head of Accounts.

Demand NO. 13	
Major-Head	2230- Labour, Employment and Skill Development
Sub-Major	02-Employment Services
Minor	001-Direction and Administration
Sub-Head	01-Direction
Detailed	00
Object	01-Salaries
Total	91.63 (in lakhs)

Demand NO. 13	
Major-Head	2230- Labour, Employment and Skill Development
Sub-Major	02-Employment Services
Minor	004-Research, Survey and Statistics
Sub-Head	01-Research
Detailed	00
Object	01-Salaries
Total	4.59 (in lakhs)

Demand NO. 13	
Major-Head	2230- Labour, Employment and Skill Development
Sub-Major	02-Employment Services
Minor	101-Employment Services
Sub-Head	01-District Employment Offices (Hill & Valley)
Detailed	00
Object	01-Salaries
Total	114.53 (in lakhs)



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Proactive Disclosure under Section 4(1) (b) (xiii): Particulars of recipient of concession permit or authorizations granted by the Public Authority.

-Not Applicable-

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Proactive Disclosure under Section 4(1) (b) (xiv): Information available in electronic forms:

List of documents available in electronic forms and the data about digitalized records/files/reports/information .

Sl.No	Type of Documents	In which electronic format is kept	Mode of retrieval
1	Online services (registration, upgradation, transfer and renewal)	on e-servicesmanipur.gov.in	Internet
2	Circulars/Notifications/Annual reports	On <a href="https://employmentservicemanipur.nic.in">https://employmentservicemanipur.nic.in</a>	Internet

**PROACTIVE DISCLOSURE ON RTI ACT 2025**  
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**ENTERPRENEURSHIP (SLEE),DEPARTMENT.**

Proactive Disclosure under Section 4(1) (b) (xv) : Particulars of facilities available to citizens for obtaining information.

1. Facility for filing RTI and the providing information can avail at the following address.  
and the Applicants can be submitted through post or by hands :  
Room No. 4, General Establishment Section, Directorate of Employment, Lamphelpat, Manipur, 795004.
2. Submission of RTI applications through hand : can be submitted at the above address during working hours (Monday to Friday except holiday from 9.00 a.m. to 5.30 p.m.) in summer and from (9.00 A.M to 5.00 P.M) in winter.

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Proactive Disclosure under Section 4(1) (b) (xvi): Name & Designation of FAA and SPIO

Sl. No.	Name of Administrative Department/Unit	First Appellate Authority	State Public Information Officer	Assistant State Public Information Officer
	Directorate of Employment, under (SLEE) Department Govt. of Manipur.	<u>Smt. N. Bandana Devi</u> , Secretary (SLEE) Govt. of Manipur.	1. <u>Shri Th.Subhashkumar Singh Addl. Director of Employment</u>  Email: dtemanipur@gmail.com	1. Shri N.Sadananda Singh, AEO(DEE,Ukhrul) 2. Shri Amir Hamjao, AEO, DEE,Thoubal, i/c of AEO,DEE, Chandel, Churachandpur) 3. Smt A. Premila Devi, AEO,DEE, Imphal East, i/c of AEO DEE Bishnupur, TEE, Jiribam. 4. Shri Th. Subhashkumar Singh i/c of DEO,DEE-Tamenglong/Senapati  Email: dtemanipur@gmail.com

**PROACTIVE DISCLOSURE ON RTI ACT 2025**  
**DIRECTORATE OF EMPLOYMENT, MANIPUR UNDER SKILL , LABOUR, EMPLOYMENT AND**  
**ENTERPRENEURSHIP (SLEE),DEPARTMENT.**

Proactive Disclosure under Section 4(1) (b) (xvii) : Such other information as may be prescribed

- |                   |            |
|-------------------|------------|
| 1. Annual Reports | 2024-2025  |
| 2. Annual Return  | NA         |
| 3. FAQs           | on website |

PROACTIVE DISCLOSURE OF CONTACT  
DIRECTORATE OF EMPLOYMENT, TRAINING AND LABOUR, EMPLOYMENT AND  
PARTNERSHIP UNIT, DEPARTMENT

For more information on the information in this document, please contact the relevant authority.

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400  
on 10/10/12

# **ANNUAL ADMINISTRATIVE REPORT 2024-2025**



GOVERNMENT OF MANIPUR

DIRECTORATE OF EMPLOYMENT

DEPARTMENT OF SKILLS, LABOUR, EMPLOYMENT & ENTREPRENEURSHIP

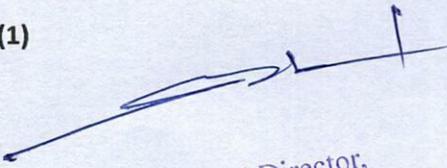
GOVERNMENT OF MANIPUR

### ORGANISATIONAL SET UP.

The Directorate of Employment has total of 200 sanctioned strength ( 37 Gazetted Officers and 163 Non-Gazetted staff). The details are given as below:-

Sl. No.	Name of Post	Existing sanctioned posts	Man in position	No. of Vacancy
(1)	(2)	(3)	(4)	(5)
	<b>GAZETTED</b>			
1.	Addl. Director, HOD	1	1	-
2.	Deputy Director/Employment Officer	2	-	2
3.	Assistant Director	11	-	11
4.	Assistant Employment Officer	23	4	19
5.	<b>Total=1</b>	<b>37</b>	<b>5</b>	<b>32</b>
	<b>NON-GAZETTED</b>			
6.	Research Assistant	1	-	1
7.	Technical Assistant	7	5	2
8.	Sub-Inspector of Statistics	20	4	16
9.	Computer	13	-	13
10.	UDC	11	1	10
11.	Sorter	3	-	3
12.	A.P.S/Steno Instructor	3	1	2
13.	LDC	41	8	33
14.	Head Clerk	1	-	1
15.	Driver	2	1	1
16.	Daftry	1	1	-
17.	Peon	35	18	17
18.	Chowkidar com Sweeper	9	5	4
19.	Chowkidar	14	5	9
20.	Peon-Cum- Chowkidar	1	-	1
21.	Sweeper	1	-	1
	<b>Total=2</b>	<b>163</b>	<b>49</b>	<b>114</b>
	<b>Grand Total = (Total 1+ 2)</b>	<b>200</b>	<b>54</b>	<b>146</b>

(1)

  
Additional Director,  
Directorate of Employment  
MANIPUR

## ACTIVITIES OF THE DEPARTMENT

The Employment Exchanges, Manipur renders services like registration of job-seekers, sponsoring of candidates against notified vacancies of the State Govt., Central Govt. and Private Sectors. The job-seekers are also provided registration guidance, career talks, dissemination of career information with career bookies, pamphlets as a part of vocational guidance programme. Reports and Returns are collected from all establishments under Establishment Reporting System thereby acting as a record pool of number of job-seekers, employers and placement. The reports are submitted to the Directorate General of Employment, New Delhi for planning purposes. The Reports relating to employment, unemployment are also made available to the Government Organisation, Private Organisation, Private individuals and other Researchers as and when demanded in written.

The Department of Employment, Manipur has a Directorate which is located at Lamphelpat. Under this Directorate, there are 17(seventeen) Employment Exchanges, namely, (1) Employment Exchange, Imphal West, (2) District Employment Exchange, Imphal East, (3) District Employment Exchange Thoubal, (4) District Employment Exchange, Bishnupur, (5) District Employment Exchange, Churachandpur, (6) District Employment Exchange, Chandel, (7) District Employment Exchange, Ukhrul, (8) District Employment Exchange, Senapati, (9) District Employment Exchange, Tamenglong, (10) Town Employment Exchange, Kangpokpi, (11) Town Employment Exchange, Tamei, (12) Town Employment Exchange, Jiribam, (13) Town Employment Exchange, Sugnu and (14) Town Employment Exchange, Moreh, (15) Employment Information and Assistance Bureau at Saikul (16) Special Employment Exchange for Physically Handicapped Persons and (17) University Employment Information and Guidance Bureau, M.U. Campus, Canchipur.

At present, all Exchanges are pursuing online registration for job-seekers w.e.f. 1<sup>st</sup> May, 2023. Under National Career Service (NCS) Project implemented by Director General of Employment (DGE), Government of India, Ministry of Labour & Employment, One Model Career Centre (MCC) has established at Employment Exchange, Imphal West on 28<sup>th</sup> Dec, 2022.

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Additional Director,  
Directorate of Employment  
MANIPUR

**APPRECIATION OF STATISTICS RENDERED ON THE ACHIEVEMENT OF DIRECTORATE OF EMPLOYMENT MANIPUR FOR THE YEAR 2024-2025:-**

**Working of the National Employment Service:** – On the working of the National Employment Service comprising of Employment Market Information (EMI) and Vocational Guidance programme, 83 Reports /Returns has been regularly submitted to the Director General of Employment Government of India & others, as detailed below:-

Sl.No.	Numbers of Reports/Returns	Number	Total ( Annual/Biennial)
1.	Monthly	06	72(06X12)
2.	Quarterly	02	08 (02X04)
3.	Half Yearly	01	02 (01X02)
4.	Biennial	01	01 (01X01)
<b>Total</b>			<b>83</b>

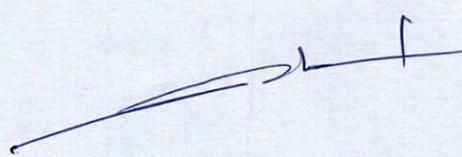
**Work done during April, 2024 to December, 2024 by the Directorate of Employment Manipur in respect of Job-Seeker applicants are as given below:-**

Sl.No.	Categories	Male	Female	Total
1.	Registration	16496	12687	29183
2.	Placement	-	-	-
3.	Submission	128176	76588	204764
4.	Vacancy notified in different categories of posts	-	-	945
5	Live Register as on 31 <sup>st</sup> December, 2024.	1,09,208	65,964	1,75,172

**Vocational Guidance:-**

Sl. No.	Categories	Male	Female	Total
1.	Registration Guidance	800	580	1380
2.	Individual Guidance	470	398	868

(3)

  
Additional Director,  
Directorate of Employment  
MANIPUR

**Employment Market Information:-**

Number of Establishments and Employees of Manipur as per ER-I Returns submitted by the employers.

Sectors	Number of Employers	No. of Employees		
		Male	Female	Total
State Government	752	40068	14833	54901
Quasi Government	36	1920	478	2398
Local Bodies	13	3919	2509	6428
Central Government	42	2773	685	3458
Private Sector (Larger Estt.CNV Act.)	46	1929	1702	3631
Private Sector (Smaller Estt.)	44	676	520	1196
<b>Total:-</b>	<b>933</b>	<b>51285</b>	<b>20727</b>	<b>72012</b>

**FINANCIAL ACHIEVEMENT FOR THE YEAR 2024-2025:-**

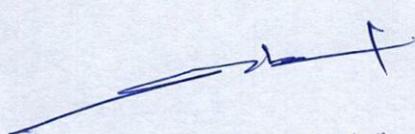
Demand No. :- 13

Name of Department :- Employment under SLEE Department, Govt. of Manipur

Head of Account :- 2230-Labour & Employment.

02-Employment.

Budget Estimates	Expenditure as on 31 <sup>st</sup> Jan. 2025	Percentage
Rs.4,34,81,000/-	Rs.3,71,32,580/-	85.399%

  
Additional Director,  
Directorate of Employment  
MANIPUR