

**MANUALS
IN RESPECT OF
THE MANIPUR PUBLIC SERVICE COMMISSION, MANIPUR
WITH REFERENCE TO SECTION 4(1) (B) OF THE RIGHT TO INFORMATION ACT, 2005.**

Manual – 1 : Particulars of organisation, functions and duties.

The Manipur Public Service Commission is constituted in pursuance of Article 315 of the Constitution of India and it has been functioning at Imphal since 1972. The Commission consists of a chairman and two members

DUTIE AND FUNCTIONS:

Articles 320 of the Constitution, requires the Commission to conduct examinations for appointment to various services of the State of Manipur. Besides, the Commission is also required under the Constitution to be consulted on –

MANUAL – 2 : Powers and Duties of Officials and Staff

The Manipur Public Service Commission is directly under the Governor of Manipur. The Chairman is the Head of the Commission. At present Dr. Amarjit Lukram is the Hon'ble Chairman and S/Shri L. Manao Singh and L. Misao are the Hon'ble Members.

The following work allocation is made amongst the Chairman and the Members.

- CHAIRMAN	- MEMBER-1	- MEMBER-2
1. All Heads of Deptt. and any other services/posts which are dealt by DP & AR.	1. Arts & Culture	1. Animal Husbandry & Veterinary
2. Science & Technology	2. Education(S&U)	2. Agriculture
3. Home	3. Fishery	3. GAD
4. Medical	4. Food & Civil Supplies	4. Horticulture
5. Planning	5. IFCD	5. Industries
6. Power	6. Law & Legislative Affairs	6. MAHUD
7. Forest	7. Labour	7. Deptt. of Tribal Development & Other Backward Classes
8. PHED	8. Deptt. of Information and Public Relation(DIPR)	8. Tourism
9. Revenue	9. Rural Development & PR	9. CADA
10. PWD	10. Social Welfare	10. Minor Irrigation
11. Transport	11. Co-operation	
12. Sericulture	12. Family Welfare	

OFFICIALS OF THE COMMISSION

Sl. No.	Name	Duties
1.	Shri Y. Jugindro Singh, Secretary.	All matters of the Commission as Head of Deptt.
2.	Shri N. Nimaichand Singh, Joint Secretary.	All service matters relating to the Commission including legal matters.
3.	Shri A. Indramani Sing, Deputy Secretary.	Matters relating to promotion and Direct Recruitment cases
4.	Shri Lalkholien Singson, Under Secretary.	All matters relating to Establishment.
5.	Shri A. Subhas Chandra Singh, Examination Officer.	All matters relating to Examination.
6.	Shri. T. Ngulkhopao, Registrar.	All matters relating to Direct Recruitment.
7.	Shri Y. Shashikumar Singh, Section Officer(Promotion).	All matters relating to Promotion cases.
8.	Smt. Kh. Mandakini Devi, Section Officer (Estt./ Account).	All matters relating to Establishment.
9.	Shri. Lamkholen Singsit, Section Officer (DR/ Exam).	All matters relating to Direct Recruitment and Examination.
10.	G. Mansur, Private Secretary.	
11.	Smt. H.Ibetombi Devi, Private Secretary.	
12.	Smt. Kh. Khomdon Devi, Private Secretary.	
13.	Smt. K. Mandakini Devi, Asstt. Private Secretary.	

Smt. O. Kadambini Devi, UDA, Account Section.

Shri Z. Wungkhalek, UDA, Library Section.

Smt. K. Ibemhal Devi, UDA, Rules Section.

Smt. S. Binarani Devi, UDA, Promotion Section.

Smt. S. Nemjavei Vaiphei, UDA, Direct Recruitment Section.

Shri.N. Tiken Singh, UDA, Cashier.

Shri Theiya Kaping, UDA, Direct Recruitment Section.

Smt. W. Priyobala Devi, UDA, Account Section.

Shri. L. Biramangol Singh, UDA, Direct Recruitment Section.

Shri S. Kennedy Singh, Computer Operator Computer Section

Smt. N. Shantibala Devi, LDA, Examination Section.

Smt. Memcha Devi, LDA, Establishment Section.

Shri M. Lairenjao Singh, LDA, Computer Section

Shri. R.K. Mangisana Singh, LDA, Account Section.

Md. Sahidur Rahman, LDA, R/I Section.

Smt. M. Ibemhal Devi, LDA, Counter.

Shri H. Manglem Singh, Driver

Shri. Ngamsei Haokip, Driver.

Shri I. Kameshore Singh, Driver.

GROUP-D Staffs

Shri. L. Ibopishak Singh, Record Sorter.
Shri L. Jamsong, Daftry.
Md. Abdul Jabbar, Daftry.
Shri N. Ahanbi Singh, Daftry.
Md. Abdul Rashid, Jammadar.
Shri Nehkhothang Haokip, Jammadar.
Shri Gopar Sharma, Jammadar.
Shri U. Mombi Singh, Jammadar.
Shri Thohe Mao, Peon.
Shri N. Ibohal Singh, Peon.
Smt. S. Paishola, Peon.
Shri S. Kunjabihari Sharma, Peon,
Md. Kammaruddin, Chowkidar.
Shri L. Masongam, Peon.
Smt. Veronica Awungshi, Peon.
Shri Th. Nando Singh, Peon.
Md. Abdul Gaffer, Peon.
Shri. R.K. Ringphou, Peon.
Shri Ksh, Jayantakumar Singh, Peon.
Shri. I. Doren Singh, Peon.
Shri. N. Maniton Singh, Peon.
Esrat Warsi, Mali.
Smt. Z. Leishila, Mali.
Smt. Adahra Mao, Sweeper.
Smt. Malsawmi, Sweeper.

MANUAL - III : The procedure followed in the decision making process including channels of supervision and accountability :-

All references, application/ letters received by the Commission reaches to the Chairman and the Hon'ble Members at the dark stage.

All decisions of the Commission is taken at the level of the Chairman and in most cases the Full Commission collectively take the decision. The officials assist the Full Commission in its day today functioning.

MANNUAL – 4 : The norms set by it for the discharge of its functions.

All reference/ proposals applications received by the Commission are place in the relevant files and quickly dispose of after obtaining approval from the Commission.

MANUAL – 5 : The rules, regulations, instructions manuals and records held by it or under its control or used by its employees for discharging its functions:-

The Commission gives concurrence on various proposals furnished by the Government for framing and amendment of Service Rules viz., Manipur Civil Service Rules, Manipur Police Service Rules, Manipur Forest Service Rules, Manipur Finance Service Rules, Manipur Secretariat Service Rules,

MANUAL – 6 : A statement of the categories of documents that are held by it or under its control :-

Documents relating to recruitment examination such as mark sheets, merit list, etc.

Documents relating to promotion cases such as assessment charts of ACRs and DPC proceedings.

Documents relating to results of the Departmental Examination conducted by the Manipur Public Service Commission.

MANUAL – 7 : The particulars of any arrangements that exists for consultation with or representation by the members of the public in relation to the formulation of its policy on administration thereof :-

The Commission by the very nature of its function do not normally interact with the public directly.

MANUAL – 8 : A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its post or for the purpose of its advise, and as to whether meetings of those boards, councils, committee and other bodies are open to the public, or the minutes of such meetings are accessible for public :

The Manipur Public Service Commission is the Constitutional body constituted for recommending candidates for recruitment to various posts of the Government (Gazetted posts). It also gives concurrence on the recommendation of Departmental Promotion Committee for appointment to various posts. The Commission also gives concurrence on the framing/ amendment of Recruitment Rules. It also tender advice to the Government Departments on service matters including disciplinary cases.

MANUAL – 9 : A directory of its officers and employees.

Sl. No. Name of Officer Office Residence

1. Dr. Amarjit Lukram 2423030(O) 2446872(Res) Chairman, MPSC 9436027176 (Mobile)
2. L. Manao Singh (West) 2423034(O) 03848 222286 Member, MPSC 03848 223105
3. Wg. Cdr. L. Misao (East) 2423053(O) 0385 2320718 (Res) Member, MPSC.

4. Y. Jugindro Singh, IAS, 2423035(O) 2223049(Res) Secretary, MPSC 2321217(O)
5. N. Nimaichand Singh 2423059(O) Joint Secretary, MPSC
6. A. Indramani Singh, 2423075(O) Deputy Secretary, MPSC
7. A. Subhaschandra Singh 2321300(O) Examination Officer, MPSC
8. Lalkholien Singson 2321900(O) Under Secretary, MPSC
9. T. Ngulkhopao, 2423058(O) Registrar, MPSC
10. Kh. Mandakini Devi 2422077(O) Store Section
11. Examination Hall 2321187

Other staff are not provided with official telephones.

MANUAL – 10 : The monthly remuneration received by cash of its officers and employees, including the system of compensation as provided in its regulations :

Sl. No. Name Monthly Remuneration

1. Dr. Amarjit Lukra Rs. 22,400/- fixed. Chairman.
2. L. Manao Singh Rs. 18,400/- fixed Member
3. L. Misao Rs. 18,400/- fixed Member
4. Y. Jugindro Singh Rs. 15,100-18,300/- Secretary
5. N. Nimaichand Singh Rs. 12,000-16,500/- Joint Secretary
6. A. Indramani Singh Rs. 10,000-15,200/- Deputy Secretary
7. Lalkholien Singson Rs. 8,000-13,500/- Under Secretary
8. A. Subhaschandra Singh Rs 8,000-13,500/- Examination Officer
9. T. Ngulkhopao Rs. 8,000-13,500/- Registrar
10. Y. Shashikumar Singh Rs. 6,500-10,500/- Section Officer
11. Kh. Mandakini Devi Rs. 6,500-10,500/- Section Officer.

12. Lamkholen Singsit Rs. 6,500-10,500/- Section Officer
13. G. Mansur Rs. 6,500-10,500/- Private Secretary (SG)
14. H. Ibetombi Devi Rs. 6,500-10,500/- Private Secretary
15. Kh. Khomdon Devi Rs. 6,500-10,500/- Private Secretary
16. K. Mandakini Devi Rs. 5,000-8,000/- Asst. Private Secretary.
17. O. Kadambini Devi, UDA Rs. 4,000-6,000/-
18. Z. Wungkhalek, UDA Rs. 4,000-6,000/-
19. K. IBemhal Devi, UDA Rs. 4,000-6,000/-
20. S. Binarani Devi, UDA Rs. 4,000-6,000/-
21. S. Nemjavei Vaiphei, UDA Rs. 4,000-6,000/-
22. L. Birmangol Singh, UDA Rs. 4,000-6,000/-
23. Theiya Kaping, UDA Rs. 4,000-6,000/-
24. W. Priyobala Devi, UDA Rs. 4,000-6,000/-
25. S. Kennedy Singh, Rs.4,500-7,000/- Computer Operator,
26. N. Shantibala Devi, LDA Rs.3,200-4,900/-
27. K. Memcha Devi, LDA Rs.3,200-4,900/-
28. R.K. Mangisana Singh, LDA Rs.3,200-4,900/-
29. M. Leirenjao Singh, LDA Rs.3,200-4,900/-
30. Md.. Sahidur Rahman, LDA Rs.3,200-4,900/-
31. M. Ibemhal Devi, LDA Rs.3,200-4,900/-
32. H. Manglem Singh, Driver Rs.4,000-6,000/-
33. Ngamsei Haokip, Driver Rs.4,000-6,000/-
34. I. Kameshore Singh, Dirver Rs.4,000-6,000/-

GROUP-D Staffs

35. Shri. L. Ibopishak Singh, RS Rs.2,610-3,540/-.
36. Shri L. Jamsong, Daftry. Rs.2,610-3,540/-.
37. Md. Abdul Jabbar, Daftry. Rs.2,610-3,540/-.
38. Shri N. Ahanbi Singh, Daftry. Rs.2,610-3,540/-.
39. Md. Abdul Rashid, Jammadar. Rs.2,610-3,540/-.
40. Nehkhothang Haokip, Jammadar. Rs.2,610-3,540/-
41. Gopal Sharma, Jammadar. Rs.2,610-3,540/-
42. U. Mombi Singh, Jammadar. Rs.2,610-3,540/-
43. S. Kunjabihari Sharma, Jammadar Rs.2,610-3,540/-
44. Md. Kammaruddin, Chowkidar. Rs.2,610-3,540/-
45. Thohe Mao, Peon. Rs.2,550-3,200/-
46. N. Ibohal Singh, Peon. Rs.2,550-3,200/-
47. S. Paishola, Peon. Rs.2,550-3,200/-
48. Shri L. Masongam, Peon. Rs.2,550-3,200/-
49. Smt. Veronica Awungshi, Peon. Rs.2,550-3,200/-
- 50 Th. Nando Singh, Peon. Rs.2,550-3,200/-
51. Md. Abdul Gaffer, Peon. Rs.2,550-3,200/-
52. R.K. Ringphou, Peon. Rs.2,550-3,200/-
53. Ksh, Jayantakumar Singh, Peon. Rs.2,550-3,200/-
54. I. Doren Singh, Peon. Rs.2,550-3,200/-
55. N. Maniton Singh, Peon. Rs.2,550-3,200/-
56. Esrat Warsi, Mali. Rs.2,550-3,200/-
57. Smt. Z. Leishila, Mali. Rs.2,550-3,200/-

58. Smt. Adahra Mao, Sweeper. Rs.2,550-3,200/-

59. Smt. Malsawmi, Sweeper. Rs.2,550-3,200/-

MANUAL – 13 : Particulars of recipients of concessions, permits or authorization granted by it.

The Commission do not deal with such matter.

MANUAL – 14 : Details in respect of information, available to or held by it reduced in an electronic form :

The Commission is trying to computerize the various examinations process inspite of the fact that confidentiality has to be maintained in the large interest of the public.

MANUAL – 15 : Particulars of facilities available to citizens for obtaining information, including the working hours of a library, or reading room, if maintained for public use:

The Commission from time to time give wide publicity for the benefit of the general public relating to the various recruitment tests conducted by it by way of advertisement in the news papers

MANUAL -16 : Names and designation and others particulars of the public information officers.

1. Shir N. Nimaichand Singh, State Public Information Officer

Joint Secretary , MPSC.

2. Shri Lalkholien Singson, Asstt. State Public Information

Under Secretary, MPSC Officer

MANUAL – 17 : Such other information as may be prescribed :

The Commission is trying to help the general public specially the aspiring candidates in getting information on the various examinations conducted by Union Public Service Commission and Staff Selection Commission.