

Government of Manipur  
Office of the Deputy Commissioner :: Imphal East

O R D E R S  
Imphal, the 22<sup>nd</sup> May, 2017

No. DC(IE)/2/1/97: In supersession of all previous orders in this regard, allocation of works is hereby made amongst the following officers under the control of this office:

| Sl. No. | Section / Branch | Subject matter   | Officer in charge of subject matter (Shri / Smt. ) |
|---------|------------------|--|--|
| 1       | Development      | MsDP / Monitoring of schemes under PHED / Monitoring of schemes under Agriculture, Horticulture and Forestry Departments / Planning & Development Authority matters (DC as member) / DLO meetings / DLCC and SLBC meetings / Financial inclusion (PMJJBY, APY, PMJDY & other schemes) / Promotion of digital payments / Food Safety and Standards Act, 2006 and relevant rules / District Level Food Safety Steering Committee / Other development matters, not assigned to other officers | Luckyson Kashung, ADC                              |
|         | Do               | Health & Family Welfare matters / Maternal Deaths / Epidemics and outbreaks of communicable diseases / National Health Mission / Dr. Ambedkar Medical Aid Scheme / Veterinary and Animal Husbandry matters / Civil military co-operation   | Luckyson Kashung, ADC                              |
|         | Do               | SSA, RMSA and Education (Schools) matters / RUSA & Higher Education matters / JNV matters / KVK matters / Mid Day Meal Scheme  | Luckyson Kashung, ADC                              |
|         | Do               | Verification of NGOs and their proposals / Corporate Social Responsibility / Matters related to YAS Department / NYK, NCC and NSS matters / MAHUD and IMC matters / Power Department matters / Monitoring of PMEGP and other schemes under DIC / Smart City Project / Make in India / Engineering Department matters / District Innovative Fund  | Len Singsit, Election Officer                      |
| 2       | Planning         | Census / Biometric enrolment under NPR / SECC / NSS Survey / Aadhaar (Targetted Delivery of Financial Subsidies, Benefits and Services) Act, 2016 / National Registrar of Citizens (Assam) matters / Compilation of statistical data / Matters related to activities of Economics & Statistics department / District planning / Niti Ayog matters / Other planning matters   | Len Singsit, Election Officer                      |
| 3       | Revenue          | MLR&LR Act and Rules / Mortgage permits / Eviction from Public Premises Act / Paddy land conservation act / The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 / Collection of land revenue / Seize of property under Sarfaesi Act (Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 ) / Other revenue matters, not assigned to other officers  | V R Rariwung, SDC                                  |
|         | Do               | Computerisation of land records / Matters related to stamp vendors and petition writers / Indian Stamp Act,  | V R Rariwung, SDC                                  |

|    |  |  |  |                            |
|----|--|--|--|----------------------------|
|    |  | 1899 / Responsibilities of District Registrar  |  |                            |
| 4  | Land Acquisition   | Implementation of the Land Acquisition Act, 1894 / Implementation of the RFCTLARR Act, 2013 / Court cases arising therefrom / Direct Purchase of Land  | V R Rariwung, SDC  |                            |
| 5  | Establishment  | No demand certificate / Leave accounts / Attendance records / Service Books / Pension matter / Die in harness scheme / ACP scheme / Service verification rolls / Training for probationers for All India and State Civil Services / Training for revenue officers and officials / Issue of I Cards / Other establishment matters   | S. Padmabati Devi, SDC   |                            |
| 6  | Confidential   | ACR matters / Official Secrets Act / Vigilance cases against officers or officials / Other confidential matters  | Th. Manoranjan Singh, SDC  |                            |
| 7  | Election   | Representation of Peoples Act / Compliance of ECI instructions / Elections for Panchayats, Zilla Parishads, Assembly, Parliament and Urban Local Bodies / Misc. matters related to District Council elections / Other election matters   | Len Singsit, Election Officer  |                            |
| 8  | General Administration   | Issue of permission for loudspeakers, issue of permission for use of Hapta Kengeibung, Welfare of freedom fighters   | V R Rariwung, SDC  |                            |
|    |  | Processing of application for issue of the following documents:  |  |                            |
|    |  | Trade licences under the Manipur Trade License (License and Control) Order   | V R Rariwung, SDC  |                            |
|    |  | Verification certificate under Tatkaal scheme of Passports Act 1967  | Len Singsit, Election Officer  |                            |
|    |  | OBC (Creamy Layer) Certificate   | S. Padmabati Devi, SDC   |                            |
|    |  | Domicile Certificate   | Rishikanta Loitongbam, SDC   |                            |
|    |  | PRC, Hailing Certificate, Income Certificate   | S. Padmabati Devi, SDC   |                            |
|    |  | SC / ST Certificate, Minority Certificate  | V R Rariwung, SDC  |                            |
|    |  | Do   | Celebration of State and National Events (26 <sup>th</sup> January, 15 <sup>th</sup> August) / Supervision of receipt & issue of dak   | Rishikanta Loitongbam, SDC |
|    |  | Do   | eGovernance & IT / District NIC website content updation / District eGovernance Society / Streamlining of office procedures in general / Cleanliness & hygiene of office environment | S. Padmabati Devi, SDC     |
| Do | Furnishing of information under the RTI Act 2005 & rules thereunder, maintenance of notice board | S. Padmabati Devi, SDC   |  |                            |
| 9  | Accounts   | DDO / audit matters / Recovery of loan availed by government employees / Pay bills / GPF / Leave salary / Leave encashment / Medical reimbursement / TA & DA / Expenditure statement / Income Tax and TDS matters / LOC / Stock Book and Stock Room / Treasury rules and inspection / Procurement of resources / Excise Duty Exemption Certificate (Central Excise matters) / Other accounts matters | Rishikanta Loitongbam, SDC   |                            |
| 10 | Relief   | Administration of SDRF & NDRF / Disaster Management Act, 2005 / Flood damage reports / Ex-gratia and other relief to victims of manmade disasters, communal riots, unjustified police and extremist violence / Fire damage reports / Prohibition of Employment of Manual Scavengers and their Rehabilitation Act, 2013 / Labour  | S. Padmabati Devi, SDC   |                            |

|    |                       |   |                            |
|----|-----------------------|---|----------------------------|
|    |                       | rights matters / Issues of domestic workers / Unorganized Workers Social Security Act, 2008 / Relief for rape victims / Relief for child labour / Childline / Civil defence / Scheme for assistance to BPL for accidents / Project Assist under the National Foundation for Communal Harmony / SC & ST Welfare / Protection of Civil Rights Act, 1955 / SC & ST Prevention of Atrocities Act / Welfare matters in general / Other relief matters  |                            |
| 11 | Magistracy            | Issue of orders under CrPC 1973 / NSA 1985 / Magisterial Enquiry / NHRC matters / Press and Registration of Books Act, 1867 / Cable Television Network (Regulation) Act, 1995 / Security protection scheme for oil PSUs / Protocol / CBI references / Motor Vehicles Act / Manipur Registration of Births & Deaths Rules, 1970 / District Level Anti Ragging & Anti Alcohol Committee / Excise matters / Jail & under trial matters / Crime Reports & Statistics / Security deployment reports / ILP matters / Cinematography Act / Apprehension Roll / Other matters requiring use of magisterial powers | Rishikanta Loitongbam, SDC |
|    | Do                    | Detailment of executive magistrates   | Rishikanta Loitongbam, SDC |
|    | Do                    | Arms Act and Rules  | S. Padmabati Devi, SDC     |
| 12 | Food & Civil Supplies | All CAF & PD matters / Essential Commodities Act / Explosive Substances Act / Temporary licences under Explosive Rules, 2008 and Ammonium Nitrate Rules, 2012 (online issue thereof) / LPG matters / National Food Security Act / Grievance Redressal Officer under NFSA  | Luckyson Kashung, ADC      |

2. Notwithstanding the above, additional works may be assigned to any officer from time to time.
3. Matters not specified above shall be handled by Shri Rishikanta Loitongbam, SDC.
4. This order shall come into force with immediate effect and until further orders.

  
 (Ningthoujam Geoffrey)  
 Deputy Commissioner, Imphal East

Copy to:

1. Additional Deputy Commissioner, Imphal East
- ✓ 2. District Informatics Officer, NIC, Imphal East – he is requested to upload the above order in the district NIC website
3. District Supply Officer, Imphal East
4. All Assistant Commissioners / SDCs / Branch Officers, DC Office, Imphal East district
5. All SDOs/SDCs under DC, Imphal East district
6. Election Officer, Imphal East
7. All officials of DC Office, Imphal East
8. Office file
9. Notice board