

PARTICULARS OF THE ORGANISATION, FUNCTION AND DUTIES:

Detail information already uploaded in the Official Website of the Department.

POWER AND DUTIES OF OFFICERS OF DIRECTORATE OF UNIVERSITY AND HIGHER EDUCATION (DUHE), MANIPUR:

1.	Director	<ul style="list-style-type: none">• Head of the Department .Overall Management, direction of affairs related with DUHE.• Coordinate with Administrative Department for affairs related with the Directorate office, Government Colleges, Aided Colleges, various schemes etc.• Deals directly matter related to Non-Gazetted Employee.• Decision making as permissible being an HoD.
2.	Additional Director	<ul style="list-style-type: none">• Drawing and Disbursing Officer of the DUHE, Service matter.• Overall supervision and administration, Planning and Budget, Financial Control, Schemes, Policy & programmes etc.• Assist the Director in decision making process.
3.	Sr. Administrative Officer	<ul style="list-style-type: none">• Deals with Establishment and service matter of the employee.• Assist the Director to supervise smooth functioning of the Directorate.• Nodal Officer, RTI.
4.	Joint Director	<ul style="list-style-type: none">• Assist the Director in field work, schemes, project implementation in colleges.• Report to Director.
5.	Senior Finance Officer	<ul style="list-style-type: none">• Budget and Finance related work.• Assist in procurement of Lab Equipment, IT Equipment, etc.
6.	OSD	<ul style="list-style-type: none">• Depends upon work allocation and varies from time to time. Deals with college affairs, scholarships, admission, Pension, NOC, NAAC, website management etc.• Report to Additional Director and Director.
7.	Legal Officer	<ul style="list-style-type: none">• Deals with Legal matter like Court Cases, RTI, etc.• Report to Additional Director.
8.	UDC	<ul style="list-style-type: none">• Deals with service matter.• Performs Clerical Tasks like typing, maintaining records, Managing correspondence, etc.
9.	LDC	<ul style="list-style-type: none">• Clerical Tasks, Record Keeping, Data Entry, Document Organization, Communication, Office Coordination, etc.
10.	Computer Operator	<ul style="list-style-type: none">• Data Entry, Dak Digitisation.
11.	Driver	<ul style="list-style-type: none">• Driving and Maintenance of Office Vehicles.

12.	Grade-IV	<ul style="list-style-type: none"> Delivering Daks and perform task assigned by the officer to whom they are attached.
13.	Sweeper	<ul style="list-style-type: none"> Cleaning the office rooms and premises.

- The officers and staff under the Directorate of University & Higher Education functions as per the existing rules and regulations/ acts of the Central Government as well as State Government from time to time.
- They are assigned work by the orders of the HOD, i.e. the Director of DUHE, Manipur as well as the Commissioner (Hr. & Tech.), Government of Manipur.

PROCEDURE FOLLOWED IN DECISION MAKING: -

- Administrative & Financial matter are dealt as per the guidelines issued by Government of Manipur, Rules and Regulations and Office Procedure to the extent possible.
- Annual Administrative Report is prepared.
- As the Directorate Office runs via electronic platform, all daks and files are disposed within the timeline set in e office which upholds transparency and accountability in executive workflow.
- Decision making follows the flowchart of the department.

Table showing channel of supervision, accountability & decision making is as under:

Sl.No.	Type of Work	Channel of Submission	Level of Final Disposal
1.	Policy Matter	Dealing Assistant(DA)/Addl. Director/ Director	Commissioner
2.	Schemes/Programmes	DA/OSD/Joint Director/Addl. Director/Director	Commissioner
3.	Training	DA/OSD/Sr. AO	Director
4.	Budget and Financial Matter including GPF, Medical Reimbursement	DA/Sr.FO	Director
5.	Purchase/Procurement	OSD/Sr. FO	Director
6.	Service Matter	DA/Sr. AO/Addl. Director	Director
7.	RTI	DA/LO/Sr. AO	Director
8.	Scholarship	OSD	Director
9.	Dak & Dispatch	CO/Grade-IV/Joint Director	Director
10.	Maintenance of Vehicle/Office Equipment	Grade-IV/DA/Addl. Director	Director
11.	Record Maintenance	DA/UDC/Officer Concerned	Director
12.	Audit	DA/Sr. FO	Director

NORMS FOR DISCHARGE OF FUNCTIONS:

- i) Generally any correspondence is recorded in writing or emails. The daks are digitised as e-dak and file movement is also in e-office. Therefore, service delivery is quite fast and accountable. Records are also digitised as e files.
- ii) Visitors which include public, college representatives, representative of certain organisation/trust/federations etc. are also entertained during the office hour to look into their matter/representation/appeals.
- iii) For administrative functioning, norms as set by the State Government as well as Central Government, UGC etc. as applicable are adopted.

RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS:

- NEP 2020.
- THE UGC REGULATIONS, 2018.
- MCS RULES, 1981.
- MANIPUR EDUCATION CODE, 1982.
- MCS (LEAVE) RULES,1979.
- CCS (CCA) RULES,1965.
- GFR AND DELEGATION OF FINANCIAL POWER RULES,1995.
- FR & SR etc.
- TRANSFER AND POSTING POLICY OF HIGHER EDUCATION, 2018.
- GUIDELINES FOR NOC RELATED TO HIGHER STUDIES.
- VARIOUS OFFICE MEMORANDUM, ORDERS, GUIDELINES, RULES & REGULATIONS ISSUED BY THE GOVERNMENT OF MANIPUR FROM TIME TO TIME etc. are uploaded in the official website.

A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY THE OFFICE:

Sl.No.	Subject	Type of Documents	Headings
1.	Establishment matter/service matter	Electronic Files	As per the prescribed file index generated at e-office
2.	Court Cases/RTI		
3.	Financial Matter		
4.	Schemes/Programmes		
5.	NOC		
6.	Meetings/Minutes/Misc.		

THE ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IS RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF:

As of now, no such direct consultation with public happens in the formulation of Policy or implementation thereof.

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE.

There is no fix and permanent committee constituted for a particular purpose.

However, in various occasions committees are constituted depending upon the requirement and necessity in accordance with the concerned matter like for instance committee formed for overlooking Sexual Harassment of Women at Workplace, Screening Committee formed at various instances etc. which are uploaded in the official website from time to time.

DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

The office has its unique mobile number for communication viz.**7085303429** and landline bearing No. **0385-2444921** which are uploaded in the official website .

PAY SCALE OF STAFF OF DIRECTORATE OF UNIVERSITY & HIGHER EDUCATION, MANIPUR:

Sl. No.	Name of Post	Pay Scale
1.	Director	78800-209200
2.	Additional Director	67700-208700
3.	Financial Advisor	67700-208700
4.	Sr. Administrative Officer	67700-208700
5.	Senior Finance Officer	53100-167800
6.	Legal Officer	43300-137100
7.	OSD	57700-182400
8.	UDC	29200-92300
9.	LDC	21700-69100
10.	Driver	19900-63200
11.	Sweeper	14800-47100
12.	Grade-IV	15700-50000

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:

Budget provision meant for the Directorate of University & Higher Education, Manipur is provided by the State Govt. under the consolidated Fund. The budget provision is meant mostly for payment of pay and allowances of the employees of the Directorate and to meet few Schemes related expenditure. Details of allocation of budget and expenditure for the year 2021-22 to the year 2023-24 are given below:

Head	Year	Revised Estimates(in lakhs)	Expenditure incurred(in lakhs)
10-2202-03-103-11-00	2021-22	46495.00	40987.45
	2022-23	51700.00	48104.36
	2023-24	40880.00	3736.91
10-2202-03-103-31-27	2021-22	50.00	49.92
	2022-23	50.00	49.62
	2023-24	70.00	69.09
10-2202-03-106-57-00	2021-22	38.00	16.72
	2022-23	38.00	37.59

	2023-24	50.00	24.70
10-2202-03-800-75-00	2021-22	30.00	14.70
	2022-23	50.00	34.00
	2023-24	50.00	40.00

MANNER OF INCENTIVES OF SUBSIDY PROGRAMMES:

There is no subsidy programmes undertaken by the Department.

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS:

No work related with concessions, permits or authorizations undertaken by the Department.

INFORMATION AVAILABLE/HELD IN ELECTRONIC FORM:

As stated earlier, all daks/files/information are stored electronically since the office has implemented e-office fruitfully.

FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION:

The Office has put up all necessary information and links to login to various Merit Scholarship sponsored for Higher Studies in the Official Website for making it ease to the students pursuing Higher Studies. Mode of application is online through National Scholarship portal.

The Directorate office has a library which stores important and useful books for Higher Studies. These books are distributed to the colleges to help students pursuing higher studies strengthen their knowledge.

The office receive any query put forward by any public cordially and also act to their letter/applications without delay and provide services as and when required.

NAMES AND DESIGNATIONS OF PUBLIC INFORMATION OFFICER:

Detail information uploaded in the official website of the Department.

OTHER INFORMATION AS PRESCRIBED:

Information regarding domestic and International travel of Officers of the Directorate Office w.e.f. 2024 is as below:

Sl.No.	Name & Designation/Place of visit/propose of visit	Total Cost incurred
1	Dr. Rangitabali Waikhom, Director of Univ. & Hr. Education, Manipur attended South Korea-India Seminar cum training on Development of Education Strategies between Korea and India held at South Korea from 27.10 2024 to 02.11.2024	Rs. 1,00,241/-

Details of Government/Aided College Principal's name, contact No., websites and email IDs are voluntarily on boarded to the official website of the Department so that public can access easily any information related to a particular College.

RTI annual reports are being uploaded in the official website.

Annual Administrative report is also uploaded in the Official website and many more aspects will be uploaded and disclosed in the coming days as per Section 4 of the RTI Act, 2005.