

(2)

Commissioner H.S.
R.R. No. 411
Date 7/4/14

GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS DIVISION)

Imphal, the 5th April, 2014

No.11/8/2005-AR(Pt.)
To

1. All Addl. Chief Secretaries, Govt. of Manipur
2. All Principal Secretaries, Govt. of Manipur
3. All Commissioners/Secretaries, Govt. of Manipur

Sub:- Organising information and Record Keeping with reference to the accepted recommendations of the 2nd ARC

Sir,

Kindly find enclosed the Annexure with the accepted recommendation of the 2nd ARC concerning organisations of Information & Record Keeping.

It is required that informations pertaining to organisational structure as well as of the plans and programmes under state plan and central Govt. plans including centrally sponsored schemes and other centrally funded schemes be digitized and uploaded on the website of the respective departments. To start with, it is suggested that the annual administrative reports of your respective departments for the last 3 years be scanned and uploaded on your respective websites on the portal of Govt. of Manipur. In case of any difficulty, the concerned departments can take help of IT Deptt. or the NIC Manipur. This action needs to be completed latest by 15th April, 2014 as the Govt. of India has proposed a Video Conferencing with the State Govt. on this and other issues of recommendation of ARC in the 3rd Week of April, 2014.

URGENT

MOST IMPORTANT & URGENT

Pl. take action immediately & ensure timely completion under intimation to Govt without fail.

Yours faithfully, ..

(Nikhillesh Jha)

Addl. Chief Secretary (AR),
Govt. of Manipur

Dir/SC&IT

Copy to:-

1. Staff Officer to Chief Secretary, Govt. of Manipur
2. Principal Secretary(IT), Govt. of Manipur with reference to discussion in this regard.
3. State Informatics Officer, NIC, Imphal

*Member Secy
22/04/14*

Jt. Director

*[Signature]
22/04/2014*

v/c Exam

*Pl. open file (IT) and put up.
Justifiably
22/4/14
Rohasun*