

1. Particulars of the organization, functions and duties : The functions and duties of the Administrative Department of SCERT, Government of Manipur are to oversee the overall functioning of the Directorate of SCERT in the smooth and successful implementation of the various academic programmes and activities undertaken by it. The Department has to examine and accord approval to the proposals furnished by the Directorate from time to time administratively, financially and judicially. The Department has also the power to refer matters to other Administrative Departments for proposals to seek their approvals.
2. Administrative structure :

Sl. No.	Key Posts
1.	Minister
2.	Administrative Secretary
3.	Joint Secretary
4.	Section Officer
5.	Secretariat Assistants

3. (A) Details of the State Public Information Officers :

Sl. No.	Designation of the Officers designated as SPIO	Postal Address	Mobile No.	E-mail address	Demarcation of the area/ activities, if more than one PIO is there
1.	Laishram Dolie Devi, Joint Secretary (SCERT), Government of Manipur	Room No. 16 Ground Floor, New Secretariat, Imphal West - 795001	7629855432		Whole State
2.	Laishram Geetchandra Singh, Joint Secretary (SCERT), Government of Manipur	Room No. 14 Ground Floor, New Secretariat, Imphal West - 795001	9856147134	l.geetchandra@manipur.gov.in	Whole State

(B) Assistant Public Information Officer (ASPIO):

Sl. No.	Designation of the Officers designated as ASPIO	Postal Address	Mobile No.	E-mail address	Demarcation of the area/ activities, if more than one PIO is there
1.	OSD/Legal	Room No. 82 Third Floor, New Secretariat, Imphal West -	9862272124	rajkumar.kamal@manipur.gov.in	Whole State

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(C) First Appellate Authority (FAA):

Sl. No.	Designation of the Officers designated as FAA	Postal Address	Mobile No.	E-mail address	Demarcation of the area/ activities, if more than one PIO is there
1.	Commissioner (SCERT), Government of Manipur	Old Secretariat, Imphal West - 795001	9436021371	gyanhuirem@gmail.com	Whole State

Nodal Officer for Suo-motu disclosures in respect of Administrative Department of SCERT:

Sl. No.	Name of the Officer	Designation	Phone No. & E-mail
1.	Laishram Geetchandra Singh	Joint Secretary (SCERT), Government of Manipur	9856147134 l.geetchandra@manipur.gov.in