

No: DH&SC-1/430/2023-24

SUO MOTU DISCLOSURES

(As per Section-4 (1) (b) of the RTI Act 2005)

**Department of Horticulture & Soil Conservation
Government of Manipur
Sanjenthong, Imphal East- 795001**

Introduction

The purpose of Suo Motu disclosures under section 4 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications. Section 4(1Xb) of the RTI Act lays down the information which should be disclosed by Public Authorities on a Suo Motu basis.

Department of Horticulture & Soil Conservation has come up with its Suo Motu disclosures under RTI Act, 2005 in this book, to enable the public to have access to the functioning of the Department.

The information in the booklet is updated up to 26th August, 2025.

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1. Particulars of Organization, functions and duties Section 4 (1) (b) (i)

1. The Office of the Directorate of Horticulture & Soil Conservation is located at Sanjenthong, Imphal East- 795001

2. Office Timings :

The office timings of the Department are:-

Summer - 09.00 a.m. to 05.30 P.m. Summer season (March to October)

Winter - 09.00 a.m. to 05.00 P.m. Winter Season (November to February)

Lunch Break 1:00 P.M-1:30 P.M

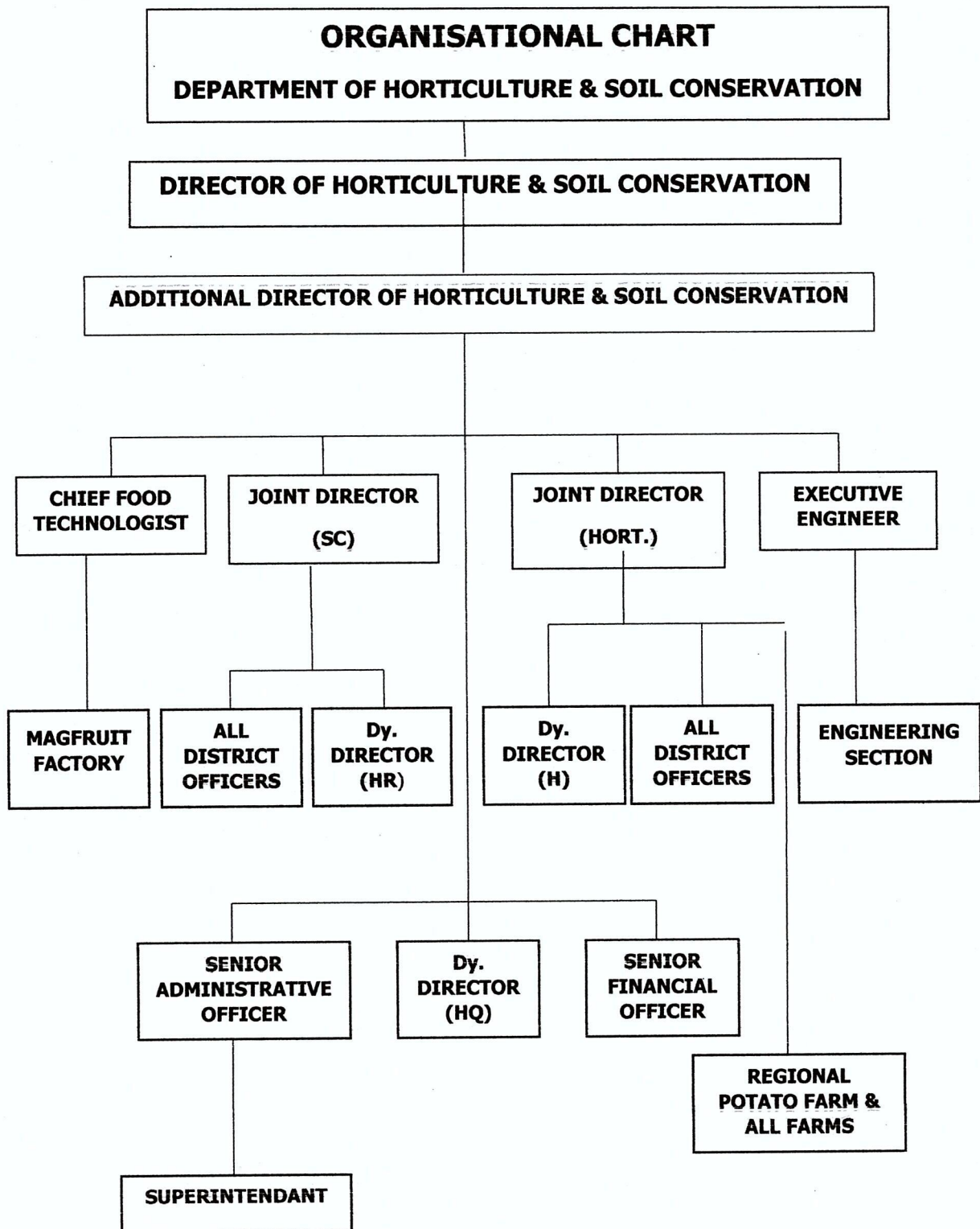
The Department of Horticulture & Soil Conservation functions under the supervision and guidance of the Hon'ble Minister, and the Administrative Secretary Horticulture. In the year, 1977, Department of Horticulture and Soil Conservation has been bifurcated from Agriculture Department and further trifurcated into three entities namely, Agriculture Department, Horticulture & Soil Conservation and Command Area Development Authority (CADA). The major objective of this Department is taking up programme implementation for horticulture development and soil & water conservation more efficiently and effectively to bring overall horticultural growth through optimum utilisation of resources ensuring nutritional security and contribute to economic growth of the State. The Department formulates policies based on the state potential, implement programmes and undertake all such activities in horticulture sector that promotes income and livelihood security of the farming community. At present, annual budget allocation made to Horticulture & Soil Conservation Department from the State plan meet only requirements of staff salaries, wages of muster roll labourers and other Office expenses leaving very less fund to take up developmental programme.

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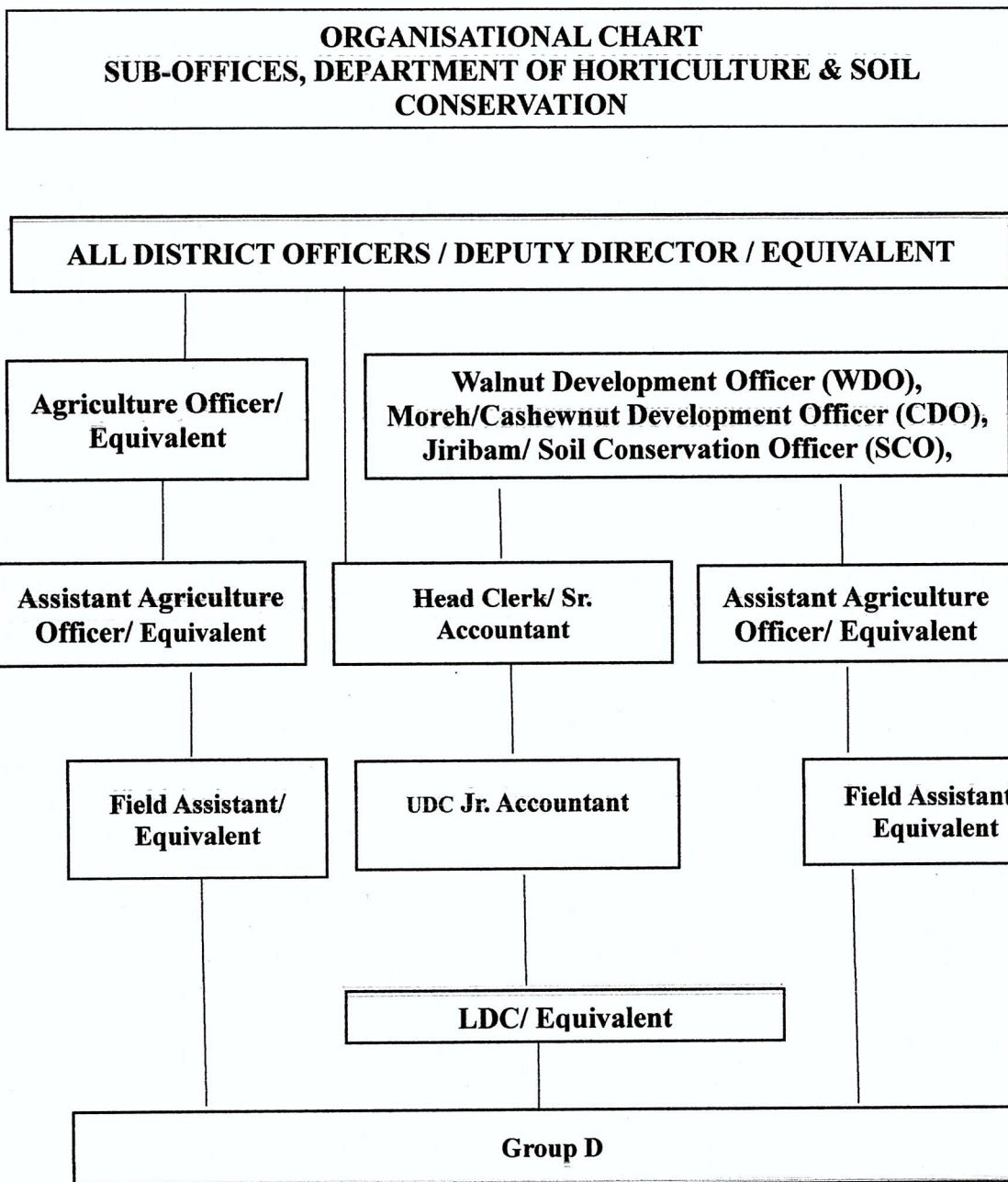
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2. A. Powers and duties of its Officers and Employees (Section 4(1) (b) (ii)



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2. B. Powers and duties of its Officers and Employees (Section 4(1) (b) (ii)



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The Horticulture & Soil Conservation Department plays a lead role in formulation of policies for smooth functioning of the Departments. It monitors and coordinates working of the subordinate offices. The Horticulture sector plays an important role in the State. Horticulture development is one of the thrust areas and a number of programmes are being implemented, to generate of higher incomes of the farmers, thereby improving the quality of life.

1. Director of Horticulture & Soil Conservation, Manipur

Performs administrative and advisory function as Head, Department of Horticulture & Soil Conservation, Manipur. Advising Minister and Administrative Secretary of Horticulture & Soil Conservation, Manipur on all matters of policy and administration. Formulate policy, plan, organize, control, co-ordinate and supervise on own account or within powers (on own behalf or on behalf of others) delegated activities engaged in Horticulture & Soil Conservation. Supervising execution and implementation of policies and decisions of the Government by field or subordinate offices.

2. Additional Director of Horticulture & Soil Conservation, Manipur

Performs policy, planning and advisory function. Formulate policy, plan, organize, control, co-ordinate and supervise on own account or within powers (on own behalf or on behalf of others) delegated activities engaged in Horticulture & Soil Conservation. Organizing and directing works of the department. Taking policy decisions. Supervising execution and implementation of policies, and decisions of the Government by field or subordinate offices on behalf of the Director.

3. Joint Director (Soil Conservation)

Performs advisory function to the Director of Horticulture & Soil Conservation, Manipur in all matters of policy and administration; assisting in policy decisions; supervising execution and implementation of policies and decisions of Government by field or subordinate offices in respect of all soil and water conservation works.

4. Joint Director (Horticulture)

Performs advisory function to the Director of Horticulture & Soil Conservation, Manipur in all matters of policy and administration; assisting in policy decisions; supervising execution and implementation of policies and decisions of Government by field or subordinate offices in respect of all horticultural works.



5. Chief Food Technologist

Devises new or improved technique for processing, conservation, preservation, utilization and evaluation of contents of new food stuffs generated from plant suitable for human consumption; Conducts experiments on preserving fruits and vegetables and preventing damage during storage, transportation, processing and marketing; Conducts research and guides processes to create new foods; Improves existing techniques to economies processing and also to impart better values and tastes to food, such as canning, pickling, dehydration of fruits and vegetables etc. Performs administrative works within his sphere of responsibility as head of MGFRUIT factory.

6. Dy. Director (HQ)

Organize, co-ordinate and supervise all works within administrative and financial establishment of office thereof within powers delegated; Allocates duties to staff under him, co-ordinates and supervises their work ensuring efficiency, discipline and observance of prescribed procedure, studies all files, draft letters notes etc. put up by subordinate staff; Disposes routine and intermediary matter. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc, to superior for orders; Ensures that prescribed procedure is followed by staff in dealing with cases; Keeps important, secret and confidential records in this personal custody; Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. to staff and maintenance of various accounts and registers; ensures proper maintenance of account books and records of business and financial establishments;

7. Dy. Director (Horticulture Research)

Conducts research to develop better scientific methods of cultivating on improved and hybrid varieties horticultural crops like fruits, flowers, vegetables, ornamental bushes, etc. for securing increased yield and better quality; Plans and conducts experiments in fields or plots involving techniques and methods relating to soil fertility, farm management, manure, irrigation, sowing, sowing time, cultural practices, fertilizer application, physiology of crops and plants, control of weeds etc. taking into consideration chemical and physical composition of soil, temperature, rainfall and regional topography which have direct or indirect bearing on qualitative and quantitative crop yield. Analyses research results and formulates crop rotation, cropping pattern, manuring schedules, water requirements of crops, irrigation practices etc, for improved production; Conducts different physiological experiments on crops under controlled



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or partial control conditions of moisture humidity and temperature etc. and suggests improved cultivation practices for better crop; Conducts experiments under controlled conditions to determine factors beneficial to plant growth; Develops methods of propagation of plants and maintenance of nurseries, Carries out experiments for mechanical, biological and chemical pest control and applies findings to save crop from pests or fungus in field and stores; Suggests methods for improving quality and increasing quantity of production of horticultural crops like fruits, vegetables, flowers etc. May advice regarding location of farms, sowing time, preparation of layout of beds etc. May arrange flower and vegetable shows. May be engaged in training of research work. Record field of activity and papers written or published in fruits, vegetable, flowers, etc.

8. Dy. Director (Horticulture)

Formulate policy, plan, organize, control, co-ordinate and supervise on own account or on account of Joint Director (Horticulture)/ Senior Horticulturist within authority delegated on activities of horticultural development.

9. Dy. Director (Soil Conservation)

Formulate policy, plan, organize, control, co-ordinate and supervise on own account or on account of Joint Director (Soil Conservation) within authority delegated on activities of soil and water Conservation works.

10. Dy. Director (Soil Survey)

Conducts soil survey and soil classification and indicates them on map. Studies soil characteristics, classifies, determines land capabilities and applies findings to problems connected with agriculture, forestry, horticulture, etc. Studies genesis and fertility of soil by examining their various layers. Examines particle size and porosity of soil to determine its physical characteristics. Develops methods for control of erosion, alkalinity, salinity acidity etc, of soil. Develop plans to control soil erosion and to maintain and raise soil fertility by correcting soil defects, application of manures and fertilizers, proper crop rotations, reforestation, drainage, etc. Examines soil properties and their characteristics by studying topography and climatic conditions. Investigates magnitude and causes of erosion such as rainfall and its distribution, drainage, floods etc. Conducts soil conservation surveys. Looks after maintenance of anti-soil erosion, soil structures, bunds, terraces, waste water, Introduces measures towards more efficient land managements and higher crop yields. Develops barren land into productive

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fields by use of suitable corrective measures for removing salinity and alkalinity of soil or proper drainage conditions. Suggests methods for improvement of pasture land such as enclosures, rotational grazing and reseeded; Suggests proper land use pattern.

11. District Officer (Horticulture & Soil Conservation)

Serves as Executive Official on behalf of the Department giving effect of policies and decisions of Government within the district under his control on account of horticulture & soil conservation works; Formulate plan, organize, control, co-ordinate and supervise within authority delegated on activities of soil and water Conservation works; Inspecting offices, establishment, etc; Performs administrative works within his sphere of responsibility.

12. Food Technologist

Organize, control, co-ordinate and supervise on own account or on account of Chief Food Technologist within authority delegated on activities of MAGFUIT factory.

13. Agriculture Officer (Soil Conservation) / Soil Conservation Officer

Organize, control, co-ordinate and supervise on account of the Department within authority delegated on activities of soil and water conservation works; Supervises performance of executive and field duties;

14. Agriculture Officer (Horticulture)/ Horticulture Development Officer

Work under the control of Deputy Director/ District Officer. Organize, control, co-ordinate and supervise on account of the Department within authority delegated on activities of horticultural development; Supervises performance of field duties. Provide advisory consultancy services to the farmers. Any other duty assigned by the superior officer from time to time. Responsible for the implementation of all the State and central sector schemes of horticulture development schemes.

15. Assistant Agriculture Officer

Organize, control, co-ordinate and supervise on behalf of the Department within authority delegated on activities of horticulture and soil conservation works; Assists farmers to lead better and fuller life; Visits various villages in his area and contacts farmers, discusses their problems and assists in solving them; Advises farmers in better farming technologies; Reports complaints and needs of farmers to respective authorities for necessary action; Maintains liaison between Government and farmers and promotes harmonious relations; Acquaints the Department



regarding horticultural crops situations. Any other duty assigned by the superior officer from time to time.

16. Assistant Horticulture Inspector

Assist Farm Manager/ Assistant Agriculture Officer and attend to any other task assigned by him. Control field staff; Visits various villages in his area and contacts farmers, discusses their problems and assists in solving them; Reports complaints and needs of farmers to respective authorities for necessary action; Maintains liaison between Government and farmers.

i) Accounts Section

Senior Finance Officer is the head of the Section.

Work allotted to the Section:

Maintenance of Cash book. Maintenance of cheque register and un-disbursed pay and allowances. Recoupment of Impress bills from time to time. Consolidation of monthly revenue receipts received from each Sub-office. Maintenance of Challan Register. 9. Filing of Income-Tax for third party and issuing Form 16A. GST filing of FVC bills (third party) every month. Preparation of F.V.C. bills, time bound bills and maintenance of relevant records. Preparation of subsidy and stipend bills and maintenance of relevant records. Allotment of funds to all sub-offices including head office. Maintenance of relevant records of sub-offices. Internal inspection and audit of all sub-offices. Compilation of RAO & Central audit observations. Preparation of monthly expenditure report. Preparation of pay bills, arrears bills and various advance bills in respect of gazetted, non-gazetted staff and maintenance of relevant registers and records. Maintenance of B.C.R. in respect of salaries. Issue of recoveries towards GPF/MCA/HBA and to process applications for advance of GPF/MCA/HBA, etc. Issue of L.P.C. Preparation of A.C. bills, submission of D.C. bills and maintenance of relevant record. Submission of information to audit regarding AC/DC bills. Write off of losses, store and stock account. Examining the expenditure sanction proposal. Issue of Funds Availability Certificate. All other accounts related matter.

ii). Administrative section

Senior Administrative Officer is the head of the Section

Work allotted of the Section

Examination of all correspondence. Court Matters/ Legal matters. NOC for passports Deal with all cases of irregular absence, service matters. Bio Metric / Muster Roll. Maintenance of Rosters. Promotions /Direct recruitment. Recruitment and promotion. Transfers of staff.

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Maintenance of staff strength. Creation of posts /framing of RRs. Pay fixations of non-gazetted staff. Processing of MACPs & Leave. Pension cases of the staff. HBA, GPF, Issue of Salary Certificates. Attendance Certificate, Relieving Orders, Election / Census Staff leave Appointment. Maintaining of land Acquisition records. Facility Management Maintenance and keeping records of all departmental vehicles & settlement of bills. Issues of ID Cards Maintenance of store and stock /purchases stationary. Distribution of Correspondence to another Department including Secretariat. Maintenance of ACR/APAR dossiers. All other administrative matter

iii). Head Clerk

To look after establishment unit-Supervisory capacity. Distribution of duties to the clerical, drivers and peons' supervisory capacity. Monitoring of TBPS, ACPS, MACPS, probation, confidential matters and disciplinary cases. Timely processing of creation/filling/revival of posts. To supervise the work of distribution of invitation cards to all State and other function.

Deployment of duties in rotation. General supervision of the maintenance of the office & sub-officers. Advice and guide the subordinate staff in disposal of their day-to-day work. Attending Lok Sabha and Rajya Sabha question pertaining to this Department. Processing of continuation of temporary posts, budget matters (Admn), processing of pension cases of staff retirement and superannuation, family pension & disciplinary cases. To carry out the work of framing Recruitment Rules/ Revision of Recruitment Rules for all the post of this Department.

iv). Superintendent

To supervise and give necessary instructions regarding the recording of cases by assistants in this Department and to see that files taken assistants from the departmental library or Record Room are returned without undue delay. Distribution of work, Training, helping, advising, management and co-ordination of the work. To go through the receipts, to scrutinize, to receive and mark the receipts. To check whether all enclosures are attached. Responsible of work efficient and expeditious disposal of work and cheeks on delays. To go through the list of periodical returns every week and take suitable action on items requiring attention during next week. To approve the recordings of files and their classification. Ensuring proper maintenance of registers required to be maintained in the section. Dealing with important and complicated cases himself. Ensuing strict compliance with Departmental Security Instructions. Allotment of Work to UDCs/ LDCs.



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v). Upper Division Clerk

UDC is also known as dealing hand and is one who is entrusted with specified subjects in a Section by the Superintendent and UDC deals all matters (correspondence and noting etc.) relating to these subjects. UDC works under the orders and supervision of the Superintendent and is responsible for the work entrusted to him. To enter receipts marked to him in his diary and to provide file Nos. in the Branch Diary for each receipt shown therein within three (3) days of receipt having been marked to him. To examine cases in the light of instructions, if any, given by the Superintendent or higher officers. To seek assistance of the Superintendent or higher officer for the disposal of work entrusted to him, if necessary. To point out any mistakes or mis-statements of the facts. To draw attention where necessary to precedents or Rules and Regulations on the subject. To prepare an arrear list, as prescribed. To maintain a suspense and reminder Diary, in the prescribed form. To reports, and comply with the instructions of the Superintendent.

vi). Lower Division Clerk

Lower Division Clerk is ordinarily entrusted with work of a routine nature, as bellow: Registration of Dak. Maintenance of Section Diary. Maintenance of File Register, File Movement Register. Indexing and Recording. Typing, comparing and despatch. Preparation of arrears and other statement. Submission of routine and simple drafts. To distribute the receipts among the U.D.C.s and L.D.Cs. To bring to the notice of the Superintendent undue delay by U.D.Cs/L.D.Cs on providing file numbers for the receipts marked to them. To be responsible to, and comply with the instructions of the Superintendent.

vii). Engineering Division

The power and duties of the Engineering section of the Department of Horticulture & soil conservation will follow the guidelines of Central Public Work Department and Manipur Government.

3. Procedure followed in decision making process [Section 4 (1) (b) (iii)]

Administrative and financial matters are dealt with as per the Government of Manipur guidelines, rules and regulations and office procedure to the extent possible. The Final decision-making authority is the Administrative Department. All the matters pertaining to the Department are addressed to the Director and it is assigned to Additional Director. As per the subject, the matter is further handed down to the concerned Scheme in charge/Executive Engineer/ Senior Finance Officer/ Senior Administrative Officer etc.



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Normal channel of submission of paper at the Directorate level are detailed below:

i). Establishment Section:

Dealing Assistant > Head Clerk > Deputy Director (HQ) > Sr. Administrative Officer > Additional Director > Director

ii). Finance Section:

Dealing Assistant > Sr. Accountant > Deputy Director (HQ) > Sr. Finance Officer > Additional Director > Director

iii). Technical/Schemes:

Dealing Assistant/Assistant Agriculture Officer > Agriculture Officer > Deputy Director > Joint Director > Additional Director > Director

iv). Engineering section:

Dealing Assistant > Assistant Engineer > Executive Engineer > Additional Director > Director

* Matters that require Government approval or sanction are forwarded to the Administrative Secretary for necessary action.

4. Norms for discharge of functions [Section 4(1) (b) (iv)]

i). Nature of functions/services offered: The function of the Horticulture & Soil Conservation Department is mainly field related works which needs continuous interaction with the farmers throughout the year thereby providing satisfactory service to the farmers, which will subsequently increase in the production of Horticultural crops.

ii). Norms/standards for functions/services delivery: Based on the guidelines of the respective schemes under the Central and State sponsored.

iii). Process by which these services can be assessed: Through respective District Officers depends on the nature of work/modalities of schemes.

iv). Time limit for achieving for achieving the targets: Within the time period specified during allocation of schemes to the districts from the source of implementation.

v). Process of redress of grievances: To the concerned District Officers/District Level Officers, Horticulture & Soil Conservation in the Districts.

5. Rules, regulations, instructions manual and records for discharging functions [Section 4 (1) (b) (v)]

i). Followed Government of Manipur Rules. Office Procedure, Relevant Service Rules and Financial Rules, Office Memorandum & Guidelines issued by the Central and State Government from time to time.



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6. Categories of documents held by the authority under its control [Section 4 (1) (b) (b)]

Categories of document	Custodian of Documents
Letters, notes pertaining to internal communication and communication with Administrative Department, Ministries, Research Institutes, Universities of Central and State, Annual administrative Reports	Schemes in-charge and planning cell of the Directorate of Horticulture & Soil Conservation.
Recruitment rules Service registers Personal files of all staff Recruitment, Appointment & Promotions / Seniority Pay fixation Committee constitution & reports Engagement of casual labourers Leave register of employees Maintenance of Roster for identification of posts Quarters allotment Estate & Security related files	Establishment section of Directorate of Horticulture & Soil Conservation
Salary particulars, advances etc Cash book / Receipts GPF Financial statements Budget estimates / expenditure Pension details of retired staff Audit	Accounts section of Directorate of Horticulture & Soil Conservation
Supplies & Materials - Records related to purchase of equipment's/ Planting materials, seeds, inputs etc. / Stock register Tender / quotations Maintenance of articles	Schemes officers of the Directorate of Horticulture & Soil Conservation, and Officer in-charge of the concerned Office of the District Level Officers

7. Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1) (b) (vii)]

- i). Constituted Public Grievances Cell and Internal Complaints Committee (ICC) at the Directorate Level and uploaded at the Department website to handle and resolve complaints and concern raised by the public.




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ii). Representative of Farmer Producer Company/Farmer Producer Organisation are the member of District Level Monitoring Committee under Central Sponsored Scheme Mission Organic Value Chain Development For North Eastern Region and District Monitoring Committee under the Central Sponsored Scheme- Mission for Integrated Development of Horticulture.

iii). Regular and active participation by the Officers of the concerned District at the Gram Sabha held at the Panchayat level to enable effective implementation of the schemes at grass root level and to coordinates with the farmers.

Boards, Councils, Committees and other bodies constituted as part of the Public Authority [Section (1) (b) (viii)]

Boards, Councils, Committees and other bodies are constituted from time to time depends on the programme taken up by the Department.

A). Internal Complaints Committee (ICC)

under Section 4 of the Prevention of Sexual Harassment Act, 2013

Sl.No	Name	Designation	Remark	Email	Contact No.
1	Aribam Ponika Devi	Deputy Director (HR)	Presiding Officer	a.ponikadevi@manipur.gov.in	9612277430
2	Lenin Khwairakpam	Deputy Director (HQ)	Member	khwai.lenin@manipur.gov.in	9089475149
3	Dr. Uritkhinbam Supriya Devi	Agriculture Officer	Member	u.supriyadevi@manipur.gov.in	9774911944
4	N. Sonia Devi	Agriculture Officer	Member	n.soniadevi@manipur.gov.in	9366075683
5	Thokchom Premlata	Human Rights Law Network, Manipur	Member		

B. Public Grievance Cell of the Directorate of Horticulture & Soil Conservation

Sl.No	Name	Designation	Contact No.	Email
1	Smt. Pukhram Pramo Devi	Jt. Director (SC)	7629932316	Pramopukhram1971@gmail.com
2	Dr. Uritkhinbam Supriya Devi	AO(H)	7005174118	
3	Shri. Keisam Pradeep	AAO	8787464690	

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C) State Level Executive Committee (SLEC) Centrally Sponsored Scheme, Mission on Integrated Development of Horticulture (MIDH), Manipur

1	The Principal Secretary/Commissioner (H&SC0, Govt. of Manipur	Chairman
2	Representative of Govt. of India, Ministry of Agriculture (Department of Agriculture & Cooperation), Krishi Bhawan (Hort. Division), New Delhi	Member
3	Addl. Pr. Chief Conservator of Forest/Representative of Forest Department	Member
4	Director of Agriculture, Manipur	Member
5	Registrar, Central Agricultural University/Representative of central Agriculture University (CAU).	Member
6	Joint Director (ICAR)/Representative of ICAR, Manipur Centre, Imphal	Member
7	Representative of Growers Association/FPOs in the State	Member
8	State Mission Director (MIDH)	Member-Secretary

D. Committee on Centralized Procurement of Quality Planting materials and other inputs Centrally Sponsored Scheme, Mission on Integrated Development of Horticulture (MIDH), Manipur

1	Commissioner (H&SC), Government of Manipur	Chairman
2	The Director (H&SC), Manipur	Member
3	A representative from CAU, Imphal	Member
4	A representative from ICAR, Imphal Centre	Member
8	Officer incharge TM Cell Imphal	Member-Secretary

D). State Level Executive Committee (SLEC) Centrally Sponsored Scheme, Mission Organic Value Chain Development For North Eastern Region, (MOVCDNER), Manipur

1	Chief Secretary, Government of Manipur	Chairman
2	Secretary/Commissioner (H&SC), Government of Manipur	Member Secretary
3	Secretary/ Commissioner (Agriculture), Government of Manipur	Member
4	Director of Agriculture, Manipur	Member
5	Director of Horticulture & Soil Conservation, Manipur	Member
6	Director of Fisheries, Manipur	Member
7	Director of Commerce and Industries, Manipur	Member
8	Director of Rural Development and Panchayati Raj, Manipur	Member
9	Director, of Micro, Small, & Medium Enterprises, Manipur	Member
10	Representative of NABARD	Member
11	Joint Director (ICAR)/Representative of ICAR, Manipur Centre, Imphal	Member




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E. Committee for procurement of seeds and quality planting materials for implementation of Phase -IV MOVCDNER Scheme

1	Head of Regional Centre, ICAR, Manipur Centre	Chairman
2	Scientist (Horticulture), ICAR, Manipur Centre	Member
3	Head of Department (Horticulture), CAU, Iroisemba	Member
4	Director, Department of Hort. & S.C., Manipur	Member

F. Technical Expert Committee for opening of Technical Bid for procurement of planting materials, farm equipment's, components under INM & IPM for implementation of different projects and schemes etc under the Department of horticulture & Soil conservation, Manipur

1	Director, Hort. & S.C., Manipur	Chairperson
2	Additional Director, Hort. & S.C., Manipur	Member
3	Joint Director, Hort. & S.C., Manipur	Member
4	Deputy Director, Hort. & S.C., Manipur	Member
5	Nodal Officer/Scheme in-charge	Member Secretary

G. Committee for opening of financial Bid for all projects/schemes under the Department of horticulture & Soil conservation, Manipur

1	Additional Director, Hort. & S.C., Manipur	Chairperson
3	Joint Director, Hort. & S.C., Manipur	Member
4	Deputy Director, Hort. & S.C., Manipur	Member
5	Senior Finance Officer (H&SC)	Member
5	Concerned Nodal Officer/Scheme in-charge	Member

The Department of Horticulture and soil Conservation, Government of Manipur follows the tender rules and procedures pertinent to the Finance Department, Government of Manipur, Office Memorandum No. FX-3/63/2022-e-FD dated, 14th July, 2025 and the Tender committee composition are detailed below:




OM No. FK-3/63/2022-e-FD dated 14 July, 2025

(c) For procurements not done through GeM Portal, the following guidelines provided in the GFR, 2017 shall be strictly followed:

- (i) Up to ₹ 50,000 without inviting quotations or bids on the basis of a certificate to be recorded by the Competent Authority in the format as prescribed under Rule 154 of GFR, 2017.
- (ii) Above ₹ 50,000 and up to ₹ 5,00,000 through a duly constituted Local Purchase Committee. Certificate as per Rule 155 of GFR is to be recorded.
- (iii) Above ₹ 5,00,000 upto ₹ 50,00,000 through Limited Tender. From Rs.5 lakh to Rs. 10 lakh through Lower Tender Committee (LTC). From Rs.10 lakh to Rs.50 lakh through Departmental Tender Committee (DTC).
- (iv) Above ₹ 50,00,000 through e-tender i.e., all bids are to be received through e-procurement portal www.manipurtenders.gov.in.

[The above does not prevent departments for opting for open and/ or e-tenders even for procurements below ₹ 50 lakh].

(3) Procurement of works.

The following shall apply to all works to be executed by Engineering Departments and works (including deposit works) taken up by the Implementing Agencies/Engineering Cells of various Departments:

- a) No works of any value shall be taken up departmentally. Tenders should be called for all works. However, in case the work is to be awarded expeditiously, the prescribed period of notice may be reduced by NIT approving authority, as specified in the succeeding Para IV.
- b) Limited Tenders may be called for works costing less than Rs ₹ 10 lakh.
- c) Open Tenders are to be called for works costing above Rs ₹ 10 lakh.
- d) For works costing above ₹ 1 crore, it is mandatory to invite bids through e-procurement portal, www.manipurtenders.gov.in. However, this does not prevent departments for opting for floating e-tenders even for works costing below ₹ 1 crore.

II. Tender Committee Composition.

- (a) Tenders/Bidding for the procurement of goods shall be required to be placed before Tender Committee for recommendation as per table below, in respect of Engineering Departments, Non-Engineering Departments, PSUs, Corporations, Agencies, Societies etc. under the State Government:

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OM No. FX-3/63/2022-e-FD dated 14 July, 2025

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
1.	Above ₹ 50,000 and up to ₹ 5,00,000	Local Purchase Committee	Consisting of 3 (three) members of an appropriate level as decided by the Head of the Department. One member to be the senior most Finance officer of the IFD.	Head of Department
2.	Above ₹ 5,00,000 and up to ₹ 10,00,000	Lower Tender Committee (LTC)	(i) Concerned HoD as Chairman (ii) Deputy Secretary/Under Secretary of the concerned Department (iii) Deputy Secretary/Under Secretary of any other Department nominated by the Administrative Secretary (iv) Senior most Finance Officer of the IFD	Administrative Secretary
3.	Above ₹ 10,00,000 and up to ₹ 2 crore	Departmental Tender Committee (DTC)	(i) Administrative Secretary as Chairman (ii) Concerned HoD (iii) Special/Additional /Joint Secretary (Finance) (iv) Any officer not below the rank of Joint Secretary nominated by the Finance Department	Administrative Secretary (Finance)
4.	Above ₹ 2 Crore and up to ₹ 5 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned HoD (iv) Special/ Additional/Joint Secretary (Finance)	Chief Secretary
5.	Above ₹ 5 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman	Governor through Chief Secretary

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OM No. FX-3/63/2022-e-FD dated 14 July, 2025

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
			(ii) Administrative Secretary of the concerned Department (iii) Concerned HoD Special/ Additional/Joint Secretary (Finance)	

(b) For construction works in respect of Engineering Departments and works (including deposit works) taken up by the Implementing Agencies/Engineering Cells of various Departments, authority empowered to make recommendations and accept tenders is shown in the table below:

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
1.	Above ₹ 50,000 and up to ₹ 10 lakh	Lower Tender Committee (LTC)	(i) Concerned Executive/Supintendent Engineer as Chairman (ii) Under Secretary of the concerned Department (iii) Senior most Finance Officer of the IFD	HoD concerned/ Chief Engineer concerned
2.	Above ₹ 10 lakh and up to ₹ 3 crore	Intermediate Tender Committee (ITC)	(i) Concerned Chief Engineer as Chairman (ii) Deputy/Under Secretary of the concerned Department (iii) Deputy/Under of the any Department nominated by the Administrative Secretary concerned (iv) Senior most Finance Officer of the IFD	Administrative Secretary concerned
3.	Above ₹ 3 crore and up to ₹ 7 crore	Departmental Tender Committee (DTC)	(i) Administrative Secretary concerned as Chairman (ii) Chief Engineer concerned (iii) Special/Additional/Joint Secretary of Finance Department (iv) Any Officer not below the rank of Joint Secretary	Administrative Secretary (Finance)

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Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
			nominated by Finance Department	
4.	Above ₹ 7 crore upto ₹ 10 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned Chief Engineer (iv) Special/Additional/Joint Secretary (Finance)	Chief Secretary
5.	Above ₹ 10 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned Chief Engineer Special/Additional/Joint Secretary (Finance)	Governor through Chief Secretary

III. Validity of tender recommendation:

The recommendations of a duly constituted Tender Committee which had considered tenders floated by prescribed procedures and rules shall be valid for a period of 1 (one) year from the date of recommendations. In case extension is inevitable, in view of unforeseen situations or any emergencies, Procuring Entity shall seek concurrence from the Finance Department after furnishing satisfactory certificate of the successful firm/agency and clearly laying down the justifications for such extensions.

IV. Time schedules for finalization of tender is given below:

(a) As per Rule 161 Clause (vi) of GFR - 2017, the minimum time to be allowed for submission of bids is **3 (three) weeks from the date of publication of the tender notice** or availability of the bidding document for sale, whichever is later. Where the Department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders. With regard to procurement of works, as prescribed under CPWD Works Manual, 2024, the following time limits between the date of publication of tender on website and the date of receipt of tenders are desirable:

- 7 days in the case of works with estimated cost put to tender up to Rs. 5 crore.
- 14 days in the case of works with estimated cost put to tender more than Rs. 5 crore (for single bid system).

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8. Directory of Officers and Employees [Section 4 (1) (b) (ix)]

Name(s), Designation of the staffs of the Directorate are as given below:

Group A.

Sl. No.	Name of the Employee/Government Servant	Designation	Mobile No.
1	2	3	4
1.	K. Debadutta Sharma	Director	9436201922
2.	Yeite Khupsorel Koireng	Joint Director (H)	9612811846
3.	Pukhram Pramo Devi	Joint Director (SC)	7629932316
4.	Rapei Ruth Paote	Executive engineer	8413019820
5.	Irengbam Dineshkumar Singh	Sr. Administrative Officer (H&SC)	8837267774
6.	Wanneilen Serto	Sr. Finance Officer (H&SC)	8413953674
7.	Ponika Aribam	Deputy Director (HR)	9612277430
8.	Lenin Khwairakpam	Deputy Director (HQ)	7005459940
9.	N. Sunil Singh	Deputy director (H)	8974053593
10.	Yendrembam Samarendra Singh	Assistant Engineer	7005833187
11.	Dr. Uritkhinbam Supriya Devi	Agriculture Officer (H)	7005174118
12.	Dr. Akoijam Somorjit Singh	Agriculture Officer (SC)	8416008988

Group -B

Sl. No.	Name of the Employee/Government Servant	Designation	Mobile No.
1	2	3	4
1.	Keisam Pradeep	Assistant Agriculture Officer	8787464690
2.	Chirom Surajkumar Singh	Assistant Agriculture Officer	8794019922
3.	Ngangom Bishal Singh	Assistant Agriculture Officer	7005518404
4.	Deepak Huidrom	Assistant Agriculture Officer	7005110793

Group- C

Sl. No.	Name of the Employee/Government Servant	Designation	Mobile No.
1	2	3	4
1.	P. Chanu Shanti	UDC	8794769484
2.	Y. Binodini Devi	UDC	9862882789
3.	Th. Ranjeeta Devi	UDC	8794377674




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4.	Md. Zakir Ahmed	UDC	9366488552
5.	Chungkham Tony Singh	UDC	7005279299
6.	Abujam Sanajaoba Singh	UDC	8413979060
7.	Lairenlakpam Billion Singh	Accountant	9366536909
8.	Md. Islamuddin	LDC	8119088603
9.	A. Dhani Singh	LDC	8118939850
10.	Md. Syed Fakaruddin	LDC	9612602886
11.	Toijam Dhanamanjuri Chanu	LDC	7638923302
12.	Khurajam Chandrakumar Singh	LDC	8787864648
13.	Deepika Naorem	LDC	7005090791
14.	Laishram Romesh Singh	LDC	8132857450
15.	Zulfikar Ali Rashid	LDC	9402858538
16.	Soram Sunita Devi	LDC utilised at CFT, Mantripukhri	9863318013
17.	Bidyalakshmi Yumnam	OACCO	9774399920
18.	V.S. Chipemthing	OACCO	8794284161
19.	K.Y. Ngayaomi	OACCO	7085934660
20.	L. Priyokumar Singh	Asst. Horticulture Inspector	8131820282
21.	Yumkhaibam Badaruddin	Asst. Horticulture Inspector	8414094736
22.	Md Imdadul Haque Khan	Asst. Horticulture Inspector	9856105514
23.	Ayekpam Adhunka Devi	Asst. Horticulture Inspector	8794928284
24.	Kh. Nirmala Devi	Asst. Horticulture Inspector	6009643103
25.	N. Indrajit Singh	Jeep Driver	7085528463
26.	Ningthoujam Jatiswor Singh	Jeep Driver	9774225680
27.	Akoijam Arunkumar Singh	Jeep Driver	9856750210
28.	Md. Abul Hasim	Jeep Driver	8974773300
29.	Heikham Ranjit Singh	Jeep Driver	9612992799
30.	A. Shyam Singh	Surveyor	

Group- D

Sl. No.	Name of the Employee/Government Servant	Designation	Mobile No.
1	2	3	4
1.	Md. Islamuddin	Peon	9402839747
2.	Shangamlung Pamei	Peon	7085788512
3.	Takhelchangbam Rojit Sharma	Chowkidar	9774393606
4.	Loitongbam Angoubi Devi	Peon	8014543937
5.	Rajiya Begum	Peon	6009467480
6.	Waikhom Babyrani Devi	Peon	7640891163
7.	Shahjahan	Hort. Demonstrator	8837284734
8.	Thaodem Joykumar Meitei	Peon	9383219520
9.	Pangambam Robert Meitei	Peon-cum-Chowkidar	7005266122




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9. Monthly remuneration received by Officers & employees including system of compensation [Section 4(1) (b) (x)]**Group A**

Sl. No.	Name of the Employee/Government Servant	Designation	Corresponding applicable Pay Scale Level in Pay Matrix
1	2	3	5
1.	K. Debadutta Sharma	Joint Director (SC) as Director (H&SC)	Level-13: ₹ 67700 - 208700
2.	Irengbam Dineshkumar Singh	Sr. Administrative Officer (H&SC)	Level-13: ₹ 67700 - 208700
3.	Wanneilen Serto	Sr. Finance Officer (H&SC)	Level-12: ₹ 53100 - 167800
4.	Yendrembam Samarendra Singh	Assistant Engineer	Level-9: ₹ 43300 - 137100
5.	Nameirakpam Sunil Singh	Agriculture Officer (H)	Level-9: ₹ 43300 - 137100
6.	Dr. Uritkhibam Supriya Devi	Agriculture Officer (H)	Level-9: ₹ 43300 - 137100
7.	Dr. Akoijam Somorjit Singh	Agriculture Officer (SC)	Level-9: ₹ 43300 - 137100

Group -B

Sl. No.	Name of the Employee/Government Servant	Designation	Corresponding applicable Pay Scale Level in Pay Matrix
1	2	3	5
1.	Keisam Pradeep	Assistant Agriculture Officer	Level-7: ₹ 35400 – 112400
2.	Chirom Surajkumar Singh	Assistant Agriculture Officer	Level-7: ₹ 35400 – 112400
3.	Ngangom Bishal Singh	Assistant Agriculture Officer	Level-7: ₹ 35400 – 112400
4.	Deepak Huidrom	Assistant Agriculture Officer	Level-7: ₹ 35400 – 112400




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Group- C

Sl. No.	Name of the Employee/Govern Servant	Designation	Corresponding applicable Pay Scale Level in Pay Matrix
1	2	3	5
1.	P. Chanu Shanti	UDC	Level-7: ₹ 35400 – 112400
2.	Y. Binodini Devi	UDC	Level-6 : ₹ 29200 – 92300
3.	Th. Rita Devi	UDC	Level-8 : ₹ 38800 - 123100
4.	Md. Zakir Ahmed	UDC	Level-5: ₹ 25500 – 81100
5.	Abujam Sanajaoba Singh	UDC	Level-5: ₹ 25500 – 81100
6	Chungkham Tony Singh	UDC	Level-5: ₹ 25500 – 81100
7.	Lairenlakpam Billion Singh	Accountant	Level-5: ₹ 25500 – 81100
8.	Md. Islamuddin	LDC	Level-7: ₹ 35400 – 112400
9.	A. Dhani Singh	LDC	Level-4: ₹ 21700 – 69100
10.	Md. Syed Fakaruddin	LDC	Level-4: ₹ 21700 – 69100
11.	Toijam Dhanamanjuri Chanu	LDC	Level-4: ₹ 21700 – 69100
12.	Khuraijam Chandrakumar Singh	LDC	Level-4: ₹ 21700 – 69100
13.	Deepika Naorem	LDC	Level-4: ₹ 21700 – 69100
14.	Laishram Romesh Singh	LDC	Level-4: ₹ 21700 – 69100
15.	Zulfikar Ali Rashid	LDC	Level-4: ₹ 21700 – 69100
16.	Soram Sunita Devi	LDC (Utilised at CFT, Mantripukhri)	Level-4: ₹ 21700 – 69100
17.	Bidyalakshmi Yumnam	OACCO	Level-4: ₹ 21700 – 69100
18.	V.S. Chipemthing	OACCO	Level-4: ₹ 21700 – 69100
19.	K.Y. Ngayaomi	OACCO	Level-4: ₹ 21700 – 69100
20.	L. Priyokumar Singh	Asst. Horticulture Inspector	Level-5: ₹ 25500 – 81100
21.	Yumkhaibam Badaruddin	Asst. Horticulture Inspector	Level-5: ₹ 25500 – 81100
22.	Md Imdadul Haque Khan	Asst. Horticulture Inspector	Level-5: ₹ 25500 – 81100
23.	Ayekpam Adhunik Devi	Asst. Horticulture Inspector	Level-5: ₹ 25500 – 81100
24.	Kh. Nirmala Devi	Asst. Horticulture Inspector	Level-3: ₹ 19900 – 63200
25.	N. Indrajit Singh	Jeep Driver	Level-6 : ₹ 29200 – 92300
26.	Ningthoujam Jatiswor Singh	Jeep Driver	Level-3: ₹ 19900 – 63200

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27.	Akoijam Arunkumar Singh	Jeep Driver	Level-3: ₹ 19900 – 63200
28.	Md. Abul Hasim	Jeep Driver	Level-3: ₹ 19900 – 63200
29.	Heikham Ranjit Singh	Jeep Driver	Level-3: ₹ 19900 – 63200
30	A. Shyam Singh	Surveyer	Level-5: ₹ 25500 – 81100

Group- D

Sl. No.	Name of the Employee/Government Servant	Designation	Corresponding applicable Pay Scale Level in Pay Matrix
1	2	3	5
1.	Md. Islamuddin	Peon	Level-1: ₹ 15700 – 50000
2.	Shangamlung Pamei	Peon	Level-1: ₹ 15700 – 50000
3.	Takhelchangbam Rojit Sharma	Chowkidar	Level-1: ₹ 15700 – 50000
4.	Loitongbam Angoubi Devi	Peon	Level-1: ₹ 15700 – 50000
5.	Rajiya Begum	Peon	Level-1: ₹ 15700 – 50000
6.	Waikhom Babyrani Devi	Peon	Level-1: ₹ 15700 – 50000
7.	Shahjahan	Hort. Demonstrator	Level-1: ₹ 15700 – 50000
8.	Thaodem Joykumar Meitei	Peon	Level-1: ₹ 15700 – 50000
9.	Pangambam Robert Meitei	Peon-cum-Chowkidar	Level-1: ₹ 15700 – 50000




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Staff list of the Subordinate Office (s) of the Department of Horticulture & Soil Conservation, Manipur

A. Office of the District Officer (H&SC), Bishnupur District				
Sl. No.	Name	D.O.B	Designation	EIN/SIN
1	Soibam Sushila Chanu	01-07-1974	District Officer (H&SC), Bishnupur	084146
2	Dr. Laishram Laishana Devi	01-02-1985	Agriculture Officer (SC)	090293
3	K. Homeshwari Devi	04-02-1992	Agriculture Officer (SC)	090149
4	Tarini Wangkheimayum	15-03-1992	Jr. Subject Matter Specialist	090145
5	Sukham Joybi Singh	01-04-1994	Asstt. Subject Matter Specialist	111825
6	N. Deben Singh	01-01-1966	Field Assistant	002126
7	Yumkhaibam Jamuna Devi	01-08-1967	Asstt. Hort. Inspector	084457
8	N. Superman Singh	02-02-1986	Field Assistant	086641
9	B. Premananda Sharma	10-02-1992	Asstt. Hort. Inspector	087354
10	N. Busharanjan Singh	08-07-1986	Field Assistant	087570
11	Laishram Shiromoni Singh	01-04-1975	Field Assistant	093947
12	Khuraijam Meghajit Singh	01-02-1980	Asstt. Hort. Inspector	103207
13	P. Bidhu Singh	01-01-1968	Asstt. Hort. Inspector	001335
14	L. Bijoy Singh	01-04-1972	Asstt. Hort. Inspector	001183
15	M. Meghachandra Singh	31-01-1966	Soil Surveyor	002849
16	Th. Rita Devi	01-03-1966	UDC	001180
17	Wangkhem Premjit Singh	01-03-1987	Office Assistant-cum-Computer Operator	088409
18	David Mongjam	03-02-1989	LDC	088756
19	Thoidingjam Nivedita Devi	20-03-1991	Office Assistant-cum-Computer Operator	089547
20	Mitaranjan Sougaijam	01-03-1987	LDC	089548
21	K. Dongailung	10-11-1992	LDC	089596
22	K. Dinachandra Singh	01-03-1980	Jeep Driver	086603
23	Leimapokpam Jemabati Devi	01-04-1975	Peon	086740
24	P. Ojitkumar Singh	02-03-1986	Peon	086604
25	Ashik Thoitak	01-03-1968	Chowkidar	001647

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B. Office of the District Officer (H&SC), Thoubal District

1	Kh. Malemnganba Meitei	31-03-1991	District Officer (H&SC), Thoubal	087330
2	Y. Santosh Singh	03-02-1989	Horticulture Dev. Officer	090151
3	Bikram Yumlembam	06-02-1977	Agriculture Officer (SC) posted as Officer in-charge, MIDH, Directorate of H&SC	087009
4	Th. Shanji Singh	01-03-1990	Asst. Soil Conservation Officer	111838
5	M. Tijendra Singh	26-03-1996	Asst. Agriculture Officer	111837
6	Donald Lourembam	11-03-1985	Field Assistant	094471
7	Md. Akbar Khan	01-07-1981	Field Assistant	087552
8	Rk. Moti Devi	01-02-1968	Asst. Horticulture Inspector	084455
9	Rk. Anando Singh	23-01-1987	Asst. Horticulture Inspector	086693
10	Rk. Priyananda Singh	01-04-1987	Field Assistant	087353
11	Okram Bidyamani Singh	01-04-1988	Asst. Horticulture Inspector	087343
12	Okram Melody Devi	20-02-1995	Field Assistant	086546
13	Okram Subhashini Devi	01-02-1995	Field Assistant	086545
14	Ksh. Aruni Devi	01-03-1979	Field Assistant	084456
15	H. Boyai Singh	05-01-1967	AHI utilized at Directorate of H&SC	083942
16	A. Mema Devi	03-02-1966	UDC	001288
17	W. Debadash Singh	09-03-1990	UDC	088372
18	Sh. Brajamani Sharma	01-02-1967	LDC	002786
19	Henry Takhellambam	01-02-1966	Office Assistant-cum-Computer Operator	088083
20	E. Bidyapati Devi	01-04-1977	LDC	110821
21	M. Tomba Singh	02-06-1983	Jeep Driver	086715
22	Ksh. Shanta Singh	07-03-1985	Peon	086638
23	Ng. Jotishkumar Singh	02-10-1986	Peon	086623
24	Ak. Bina Devi	01-02-1984	Horticulture Demonstrator	117177
25	Md. Abdur Rashid	01-02-1966	Field Assistant	001814
26	N. Kamala Devi	01-01-1968	Senior Accountant	002982

C. Office of the District Officer (H&SC), Churachandpur District

1	Nengneihing Kipgen	12-10-1989	Soil Conservation Officer	087288
2	Lhingneikim Lhungdim	21-03-1989	Agriculture Officer (SC)	087287
3	Tinkhanthem Haokip	16-02-1993	Agriculture Officer (SC)	090099
4	T. Thonkhanchin	01-04-1979	Asst. Horticulture Inspector	001665
5	T. Ngampao Haokip	13-11-1979	Asst. Horticulture Inspector	086736
6	Janet Zothantluangi	13-02-1990	Asst. Horticulture Inspector	086640
7	Seihjakham Khongsai	04-04-1984	Soil Surveyor	086643
8	J. C. Zoengzama	02-09-1990	Soil Surveyor	086718
9	Demetry Hmar	03-01-1984	Soil Surveyor	087450




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10	B. Lunching	11-02-1981	Head Clerk	001455
11	Lamminthang Singson	06-04-1988	UDC	088112
12	Muanlamsang Guite	21-12-1993	UDC	088088
13	MD. Ershad Hussain	25-03-1983	UDC	088111
14	K. Lalramliana	15-07-1980	LDC	087910
15	C. Lalzarliani	01-03-1972	LDC	001389
16	Ngursangzual Sanate	27	LDC	001361
17	David Zothanmawia	03-03-1980	Jeep Driver	087341
18	Laltlanmawia	29-10-1991	Jeep Driver	086719
19	M. Thangkhankhup	12-02-1979	Peon	085649
20	Ngurthanglur	01-03-1986	Peon	110290
21	Protiva Lalhlmpui	04-07-1975	Peon	098504
22	Siamnunsang	21-03-1995	Peon	087508
23	Hoihkim	11-06-1970	Peon-cum-Chowkidar	001451
24	Lalmalsawm	01-03-1972	Peon-cum-Chowkidar	001414
25	Laltanpui	01-03-1972	Peon-cum-Chowkidar	001514
26	Benjamin	01-03-1972	Chowkidar	001415
27	Chongmuon Kim	03-05-1971	Chowkidar	087254

D. Office of the Agriculture Officer (SCR), Gelzang, Churachandpur District

1	Jangminlal Khongsai	01-10-1984	Agriculture Officer (SCR), Gelzang	087292
3	Damkhangin	30-01-1980	Office Assistant-cum-Computer Operator	089549
4	Thiansuanmang	30-08-1978	Peon-cum-Chowkidar	001181

E. Office of the Cashewnut Development Officer, Jiribam District

1	Yambem Pradeep Singh	20-03-1991	Cashewnut Development Officer (CDO), Jiribam	087319
2	Laiphangbam Justin	19-02-1990	Asst. Horticulture Inspector	110164
3	Takhellambam Abatar Singh	28-10-1985	Field Assistant	086692

F. Office of the District Officer (H&SC), Tamenglong District

1	Ngangkham Momocha	15-03-1988	District Officer (H&SC), Tamenglong	087420
2	Roshan Dangmei	15-02-1988	Horticulture Dev. Officer	087355
3	Cnjs Arangba Mangang	04-03-1987	Agriculture Officer (H) utilised at Directorate	091228
4	Tongbram Rojina Devi	29-03-1990	Soil Conservation Officer	090147
5	T. Radheshyam Singh	01-03-1966	Section Officer	002774
6	Gaichuipuilu Maringmei	20-02-1991	Asst. Agri. Officer (SC)	111835
7	Samuel Gangmei	04-03-1995	Asst. Horticulture Inspector	086720
8	Gracy Riamei	04-03-1994	Asst. Horticulture Inspector	086721
9	Thuansing K P.	01-10-1989	Field Assistant	086724
10	Kennedy Pamei	01-04-1993	Field Assistant	086619




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11	Gaikhangnai Gangmei	01-03-1986	Field Assistant	086722
12	Singamlung Pamei	10-12-1987	Field Assistant	086723
13	Yumnam Gojendra Singh	05-02-1982	Field Assistant	099103
14	Y. Ibotombi Singh	01-01-1968	Field Assistant	001631
	D. Namsomrei	01-04-1970	Field Assistant	001595
15	Kadangai Rongmei	29-12-1993	U.D.C	088079
16	George Gonmei	01-02-1995	UDC	088080
17	Nongthombam Arundas Singh	01-03-1988	UDC	088117
18	O. Ranjita Devi	01-03-1967	UDC	001193
19	Ganthaopou Pamei	14-01-1983	UDC	089555
20	Jaokhupou Pamei	01-02-1988	Jeep Driver	086621
21	Jangchuipou Gangmei	13-07-1981	Peon	086959
22	Longapou Gonmei	15-06-1982	Peon-cum-Chowkidar	001614

G. Office of the District Officer (H&SC), Senapati District

1	Kshetrimayum Somendro Singh	11-07-1987	District Officer (H&SC), Senapati and in charge Vegetable Specialist Liyai	087442
2	Thounaojam Jason	30-12-1989	Jr. Subject Matter Specialist	900097
3	Athaipu Palmei	25-02-1993	Soil Conservation Officer	090098
4	R. Savainei	20-10-1989	Asst. Agriculture Officer	111836
5	L. Tuleshwor Singh	01-01-1977	Asst. Horticulture Inspector	084336
6	Kh. Dhanabir Singh	12-04-1980	Asst. Horticulture Inspector	093948
7	N. Ibochou Singh	01-01-1967	Asst. Horticulture Inspector	001765
8	G. Soniya Devi	01-02-1969	Asst. Horticulture Inspector	084335
9	Tao Haba Poumei	02-12-1982	Field Assistant	087753
10	Md. Abdul Wahid	01-03-1971	Field Assistant (Utilised at Governor Manipur)	084333
11	Nehemiah Gangmei	09-02-1983	Field Assistant	087346
12	H. Budhichandra Singh	01-01-1974	Field Assistant	002079
13	N. Tomaljao Singh	15-06-1981	Field Assistant	001749
14	N. Bina Devi	01-01-1971	Accountant (Utilised at DSS, Mantripukhri)	087547
15	Kh. Ramesh Singh	02-01-1982	U.D.C	002832
16	P. Gaijenlung Kabui	01-03-1978	U.D.C	088084
17	L. Babyna Devi	13-03-1987	U.D.C	088110
18	T. Sangeeta Devi	02-01-1986	U.D.C (Utilised at DO, H&SC, Thoubal)	088373
19	K. Roli	01-03-1986	L.D.C	102281
20	V. Martin	01-03-1986	Jeep Driver (Utilised at RPO, Maram)	086800
21	A. Chuchu	01-01-1968	Chainman	001766




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22	N. Onia	01-03-1967	Chowkidar	001818
23	Magdale	03-01-1984	Peon	096096
24	D. Levi	10-03-1989	Mali (Utilised at RPO, Maram)	110163
25	Nepuni Kaikho	07-12-1981	Horticulture Demonstrator	108194
H. Office of the Vegetable Specialist, Liyai, Senapati District				
1	Anal Gangmei	01-02-1980	F.A	087345
2	Jamkhotinthang Khongsai	03-02-1984	Driver	087294
I. Office of the Deputy Director (H&SC), Kangpokpi District				
1	R. K. Mirabel	21-02-1990	Dy. Director (H&SC), Kangpokpi	087421
2	K. Jaswabanta Sharma	15-11-1985	Horticulture Dev. Officer	090790
3	Ngailenchong Kipgen	21-12-1993	Soil Conservation Officer	090102
4	Kamei James	02-03-1978	Asst. Horticulture Inspector	087321
5	Seikhohao Haokip	01-04-1975	Asst. Horticulture Inspector	084334
6	Md Razak Khan	03-03-1985	Asst. Horticulture Inspector	086637
7	L. Leibakmacha Singh	05-08-1979	LDC	001534
8	Daimei Namsinrei	18-06-1989	Office Assistant-Cum -Computer Operator	089553
9	Thangminlen Kipgen	01-08-1983	Peon	087347
J. Office of the District Officer (H&SC), Ukhrul District				
1	Kh. Manorama	18-03-1993	District Officer (H&SC)/ Jr.SMS	087760
2	W.Rangsan Koirang	01-02-1983	Horticulture Dev. Officer	087290
3	Thumaya Kashung	25-12-1985	Soil Conservation Officer	090101
4	Ehilel Moirangthem	01-01-1977	Soil Surveyor	086694
5	M. Vareiso	04-06-1990	F.A	086798
6	M.Thotchuila	28-12-1990	F.A	087419
7	L. Keshochandra Singh	01-03-1974	Head Clerk	002854
8	Md. Tajuddin Khan	01-03-1985	UDC	088289
9	Khuraijam Amanda Devi	05-04-1991	Accountant	088229
10	Th. Ranjita Devi	03-02-1983	UDC	001314
11	Darwin Moirangthem	08-03-1991	UDC	088410
12	Lungaiphun Gangmei	14-02-1988	UDC	088228
13	Milan Kamei	20-10-1986	OACCO	088082
14	S. Newton Singh	01-02-1981	PCC	001936
15	R.S. Ramreiyao	15-03-1980	Jeep Driver	086695
16	P.A Luiyila	20-06-1977	Peon	087553
K. Office of the District Officer (H&SC), Chandel District				
1	K Sundeep Singh	25-10-1992	District Officer (H&SC), Chandel	087407
2	Bharun	01-03-1994	Agriculture Officer (SC) (Study leave)	090103
3	S. Surajkumar Singh	01-04-1981	Horticulture Dev. Officer	090100




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4	N. Rabikumar Singh	01-03-1970	Horticulture Dev. Officer	083944
5	Oinam Keshikumar Singh	02-02-1991	Soil Conservation Officer	086716
6	Naorem Bikram Singh	02-01-1985	Asst. Horticulture Inspector	086605
7	L.K. Henary	01-02-1974	Asst. Horticulture Inspector	002085
8	Md. Tej Khan	01-01-1972	Field Assistant	002092
9	Md. Tajuddin Khan	01-02-1976	Field Assistant	083943
10	K. Premkumar Singh	01-02-1983	Field Assistant	102282
11	Th. John Monshang	01-10-1975	UDC	002058
12	Y. Deepakkumar Singh	20-03-1988	UDC utilised at O/o DO, Thoubal	088086
13	Atom Surjit Singh	04-12-1988	UDC	088078
14	L. Nareshkumar Singh	02-10-1982	UDC (utilised at O/o DO, Imphal East)	088081
15	Md. Sheikh Safiullah	03-02-1979	Office Assistant-Cum -Computer Operator	088085
16	H. Bijoy Singh	01-03-1966	LDC	002065
17	N. Najimuddin Ahmed	01-03-1982	Jeep Driver (utilised at Directorate (H&SC), Sanjenthong)	087293
18	Yuingam Azingwungshi Khamrang	02-01-1978	Jeep Driver	087329
19	Sng. Luke Anal	01-04-1980	Peon	087858
20	Kh. Lachendro Chothe	03-01-1974	Chowkidar (utilised at o/o WDO, Tengnoupal)	002109
21	M. Kangra chothe	28-02-1975	Chowkidar	002075

L. Office Name : Walnut Development Officer, Moreh, Tengnoupal District

1	Ch. Joyshree Devi	03-03-1990	Walnut Development Officer (WDO), Tengnoupal	087317
2	Kasar Chonchui	01-03-1989	Assistant Subject Matter Specialist	087291
3	Mayanglambam Narendra Singh	10-03-1985	Field Assistant	086642
4	Thokchom Johnil Meetei	20-12-1984	Office Assistant-Cum -Computer Operator	089546
5	H. Jamkhojang Mate	10-03-1974	Chowkidar	002121
6	M. Koradin Chothe	01-03-1966	Peon Cum Chowkidar	001990
7	Md. Atiqur Rahman	01-03-1986	Driver	086620

M. Office of the Deputy Director (SS), Mantripukhri, Imphal East

1	Nongmaithem Devshini Devi	30-01-1992	Deputy Director (Soil Survey), Mantripukhri	087318
2	Md. Anwar Hussain	10-01-1986	Agriculture Officer (Soil, Land & Survey) utilised at FP	087705
3	Ningthoujam Sonia Devi	12-02-1992	Jr. Subject Matter Specialist	087430




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4	Dr. Ratnamala Thokchom	14-10-1986	Jr. Agronomist	090105
5	Laishram Santosh Singh	31-10-1989	Jr. Soil Chemist cum Silt Analyst	087706
6	Ruhit Saranthen	01-04-1992	Assistant Agriculture Officer (Soil Survey)	111824
7	Arnica Rongmei	03/04/1984	Field Assistant (utilised at o/o the District Officer (H&SC), Tamenglong	086737
8	Khuraijam Ashalata Devi	05-03-1992	Asst. Subject Matter Specialist	111826
10	L. Shyama Devi	01-02-1973	Steno Grade-II	002911
11	Kh. Basanta	01-02-1969	Assistant Cartographer	002880
12	S. Gitchandra Meitei	01-03-1972	Draftman	002896
13	Th. Ranita Devi	01-03-1969	Observer cum Silt Analysis	002941
14	Heisnam Kalpana	11-01-1989	Asst. Horticulture Inspector	087280
15	R.K. Arunkumar Singh	01-02-1966	Asst. Horticulture Inspector	066690
16	Salam Denish	28-03-1992	Asst. Horticulture Inspector	086691
17	Sandham Suran Singh	25-02-1986	Asst. Horticulture Inspector	087284
18	Mayangmayum Roshni	01-04-1993	Field Assistant	086618
19	S. Dolendro Singh	01-03-1975	Field Assistant	002878
20	Yasin	01-03-1968	Field Assistant	002898
21	Kh. Devraj Singh	03/01/1971	Mech Grade-II	002806
22	Kh. Kunje Singh	01-02-1978	Surveyor (Utilised at Directorate)	083745
23	S. Bameshwori Devi	01-02-1967	U.D.C	001998
24	Kamei Athan	13-03-1988	U.D.C	088290
25	M. Priyokumar Singh	11-02-1973	Surveyor	001417
26	Shahbuddin Shah	01-03-1969	Chainman	001327
27	Salam Bijoychandra Singh	02-03-1985	Peon	087431
28	Akham Subashchandra	01-02-1991	Horticulture Demonstrator	111738

N. Office of the Chief Food Technologist, Mantripukhri

1	Donald Soubam	25-03-1987	Food technologist, (Project Director, MOMA), Directorate of Horticulture & SC, Sanjenthong	087342
2	Kavita Leishangthem	10-03-1989	Chemist	087707
3	P. Ambika Devi	01-04-1985	AO(FP)	090687
4	N. Kamala Devi	01-01-1968	U.D.C	002982
5	A. Roshan Singh	16-10-1981	L.D.C	002836
6	Khulakpam Firoz	03-04-1989	Office Assistant	088298
7	Ph. Bimola Devi	01-03-1966	Soil Surveyor	002956
8	H. Inao Meitei	10-02-1970	Field Assistant	002967
9	Md Arif Khan	28-03-1989	Field Assistant (utilised at Khongampat Farm)	086636
10	Heisnam Rishikumar	21-01-1984	Field Assistant	086689




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11	Soram Sunita Devi	01-01-1987	L.D.C (Utilised from Directorate, H&SC), Sanjenthong	083751
12	Asem Premkumar Meitei	01-02-1986	Chowkidar	093485
O. Office of the Divisional Soil Conservation Officer (IPP), Mantripukhri, Imphal West District				
1	Angom Sunita Devi	25-02-1976	Divisional Soil Cons. Officer (IPP), Mantripukhri	083941
2	Elizabeth Longjam	31-03-1991	Agriculture Officer (SC)	090104
3	Kamei Shengangmeilu	01-04-1989	Asst. Plant Protection Officer	087331
4	Maisnam Paras Singh	22-02-1984	Asst. Agriculture Officer	111832
5	Gurumayum Miranda	18-09-1989	Asst. Agriculture Officer	111834
6	Khuraijam Dinkuraj Singh	04-03-1980	Field Assistant	086690
7	Karnajit Singh Ashem	23-03-1994	Field Assistant	111742
8	M. Manohar Singh	01-01-1968	Field Assistant	001291
9	L Trivankar Sharma	01-03-1987	Field Assistant	086639
10	Thaodem Roshan Singh	01-01-1976	Field Assistant	086717
11	L. Shyamsunder Singh	01-01-1968	Asst. Horticulture Inspector	001808
12	P. Samsal Sharma	13-03-1989	LDC	088271
13	S. Sophia Chanu	26-11-1988	LDC	088483
13	Laipubam Oscar Sharma	09-05-1977	Office Assistant-Cum -Computer Operator	088115
14	Debajit Haobam	18-08-1988	Office Assistant-Cum -Computer Operator	090794
15	N. Rocky Luwang	20-03-1994	Jeep Driver	086960
16	T. Surajkumar Singh	01-10-1985	Horticulture Demonstrator	111609
17	Meitram Sundaram Meitei	05-02-1982	Horticulture Demonstrator	114902
18	Nureda Bibi	03-03-1970	Peon-cum-Chowkidar	002999
20	Hapsa Bibi	01-02-1969	Peon-cum-Chowkidar	003018
P. Office of the Horticulture Specialist, R.P.O., Maram				
1	Chungong Pamei	13-04-1989	Horticulture Specialist and Mission Director, MIDH, Directorate (H&SC), Sanjenthong	087279
2	Paodumai Seisou Khozii	15-02-1990	Farm Superintendent (Utilised at Directorate (H&SC), Sanjenthong)	087348
3	Abel Daikho	12-12-1987	Asst. Plant Protection Officer	090148
4	Laiphangbam Santosh Roy	01-03-1984	Asst. Horticulture Inspector	087333
5	H. Loli Augustine	02-06-1990	Asst. Horticulture Inspector	086688
6	Phamila Pharung	10-03-1981	Field Assistant	086799
7	Kachingangpu Kamei	01-04-1979	UDC	088114
8	P. Kina	02-12-1980	LDC	108193




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9	Ng. Sapuni	01-04-1972	Office Assistant-Cum -Computer Operator	002867
10	Thiyam Herojit Singh	11-02-1988	Jeep Driver	087332
11	K. Athia	02-10-1970	Peon-cum-Chowkidar	001731
Q. Office of the Deputy Director Of Agri. (SC), R.P.F., Mao				
1	V. D. Napoleon Pou	01-03-1989	Dy. Director Agri. (SC)	087349
2	Ng. Ngaorai	05-01-1987	Assistant Agronomist	087432
3	Waikhom Hemanta Singh	01-04-1977	Field Assistant	110162
4	A. Kateni	06-01-1984	LDC	088894
5	Lukram Jiten Singh	14-12-1980	Office Assistant-Cum -Computer Operator	088273
6	M. Lokho	03-06-1980	Power Tiller-cum-Sprayer Operator	002930
7	Thokchom Sanakhomba Singh	01-04-1986	Jeep Driver	087322
8	K. Daili Mao	05-02-1973	Peon	087816
9	A. Loli	01-01-1972	Peon-cum-Chowkidar	001782
10	A. Athikho	30-12-1981	Chowkidar	001745

10. Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4 (1) (b)(xi)]

Quarterly plans as per OM No. FR-8/22/2025-e-FD, dt. 22/04/2025

for works, schemes and activities under State plan (Fresh/Ongoing proposal)

Rs. in Lakhs

Total amount under BE 2025-26 for works, schemes and activities funded out of State fund			Rs. 2,198.53/- in respect of the BE 2025-26 amounting to Rs. 2,201.04/-
Q1 (15%)	Q2 (15%)	Q3 (30%)	Q4 (40%)
287.454	372.504	677.1992	861.3718

Detailed Budget head for BE 2025-26 is detailed in Annexure-I

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12. Manner of execution of Schemes /programmes [Section 4 (1) (xii)]

Sl. No	Name of the Schemes
1	<p>Mission for Integrated Development of Horticulture (MIDH) which is a Centrally Sponsored Scheme (CSS) for the holistic growth of the Horticulture sector covering fruit, vegetables, spices, flowers and other horticulture crops. The funding pattern of the mission is 90:10 (Centre: State). The main components of the Mission are the production of planting material, area expansion, rejuvenation of old and senile orchards, protected cultivation, creation of water resources, HRD program, post-harvest management, and marketing infrastructures, etc.</p> <p>The detailed information and guidelines may be accessed from the websites https://midh.gov.in/ and the detailed fund allocation, beneficiaries etc. are available from the Office of the Mission Director, MIDH, Directorate of Horticulture & soil Conservation, Sanjenthong, Manipur and Ex-Officio, Project Officer (H&SC) of the Concerned District.</p>
2.	<p>Mission Organic Value Chain Development for North Eastern Region (MOVCDNER) is a centrally sponsored scheme under Ministry of Agriculture and Farmers Welfare, Govt. of India implemented in the State of Manipur from the year 2015-16. Manipur Organic Mission Agency (MOMA), Department of Horticulture and Soil Conservation, is the state lead agency for implementing the scheme.</p> <p>The detailed information, Guidelines, fund, beneficiaries etc. are available in the websites https://momamanipur.mn.gov.in / https://movcd.dac.gov.in or may contact the Office of the Project Director (MOMA), Directorate of Horticulture & soil Conservation, Sanjenthong, Manipur, Manipur.</p>
3.	<p>Pradhan Mantri Krishi Sinchayee Yojana (PMKSY) Per Drop More Crop, Centrally sponsored schemes - Micro Irrigation and Other Interventions were implemented by the Department of Horticulture and Soil Conservation, Manipur under Department of Agriculture, Manipur (Nodal Department) with the objective of providing end-to-end solutions in irrigation supply chain, viz. water sources, distribution network and farm level applications. PMKSY not only focuses on creating water sources for assured irrigation, but it is also creating protective irrigation by harnessing rain water at the micro level through 'Jal Sanchay' and 'Jal Sinchan'. Micro irrigation is an integral component of the scheme to</p>

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	<p>maximize water use efficiency at farm level. PMKSY adopts state-level planning and projectized execution that allows states to draw up their own irrigation development based on District irrigation Plans and State Irrigation Plan. The funding pattern of the scheme is 90:10 (Centre: State).</p> <p>The detailed information, Guidelines, fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge of PMKSY, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
4.	<p>Rastriya Krishi Vikas Yojana (RKVY), a centrally sponsored scheme was launched in August 2007 as a part of the 11th Five Year Plan for ensuring holistic development of agriculture and allied sectors development activities as per the district/state action plan. Based on experiences garnered during the implementation in the 12th Plan and inputs provided by stakeholders, RKVY has been revamped as RKVY – RAFTAAR - Remunerative Approaches for Agriculture and Allied sector Rejuvenation to enhance efficiency, efficacy, and inclusiveness of the programme for the remaining period of the Fourteenth Finance Commission. Funding of RKVY-RAFTAAR is based on a sharing pattern of 90:10 between the Central and State Governments. The Department of Agriculture is the nodal department for Manipur in the implementation of the Scheme.</p> <p>The detailed information, Guidelines, fund, beneficiaries etc. of the scheme are available from the website https://rkvy.da.gov.in and from the Nodal Officer/Scheme in-charge of RKVY, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
5.	<p>CSS “Hill Area Development Programme (HADP)” under Ministry of Development of North Eastern (DoNER), Government of India, which is pilot scheme aims for a holistic and inclusive development of the Tamenglong including Noney District of Manipur for strengthen the state effort in addressing the physical and social infrastructure gaps and providing a technology driven enabling ecosystem for delivery of public services and harness the potential of identified local resources/ natural endowments to improve production and value addition for enhancement of income of local population.</p> <p>The detailed information, Guidelines, fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge of HADP, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
6.	<p>The Ministry of Development of North Eastern Region is responsible for the matters relating to the planning, execution and monitoring of development schemes and projects in</p>




	<p>the North Eastern Region. Its vision is to accelerate the pace of socio-economic development of the Region so that it may enjoy growth parity with the rest of the country. The North Eastern Council (NEC) is an advisory body that works with the Ministry of Development of North Eastern Region (DoNER) to develop the North Eastern (NE) region. The detailed information, Guidelines, fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge of NEC, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
7	<p>Eastern Border Areas Development Authority (EBADA), Manipur</p> <p>The Eastern Border Areas Development Authority (EBADA), Manipur is an Autonomous Society/Agency of the Govt. of Manipur set up in the year 1995 and registered under Societies Registration Act of 1989 (Manipur Act 1 of 1990) No.18/M/SR/1995 Dated 1st September, 1995. The Society was governed by the Governing Body consisting of official and non-official members headed by the Chief Minister, Manipur as its Chairman under the Rules, Regulations and Bye-Laws of the Society. Since its inception the Society has been working relentlessly to achieve its goal of improving the living conditions of the Jhumia farmers within its jurisdiction.</p> <p>The detailed information, Guidelines, fund, beneficiaries etc. of the Scheme are available from the Office of the Project Director, EBADA Manipur, ISBT Building Complex, Khuman Lampak, Second floor, Imphal.</p>
8.	<p>Schemes for Special Assistance to State for Capital Investment (SASCI).</p> <p>The planning Department, Government of Manipur is the nodal department of the scheme. The detailed information, Guidelines, fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge of SASCI, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
9.	<p>Pradhan Mantri Fasal Bima Yojana (PMFBY): A Security to the Farmers.</p> <p>Agriculture plays a crucial role in Indian's economy. While over 70 per cent of the rural households depend primarily on agriculture for their livelihood, the agriculture sector is highly volatile as it is subjected to many risks and manifold problems such as rainfall irregularity, temperature fluctuations, flood, drought, crop failure, non-remunerative prices for crops, poor yield, poor returned, etc. The farmers are vulnerable to these agriculture risks as these not only jeopardise the farmers' livelihood and income but also destabilize the agriculture sector. So, in order to mitigate and protect the farmers against such unforeseen</p>




events and loss of their crop, the government of India launched an initiative known as Pradhan Mantri Fasal Bima Yojana (PMFBY) on 18th January, 2016 with the primary objective of providing insurance coverage and financial support to the farmers in the event of failure of any of the notified crops as a result of natural calamities, pest and diseases. This would also help in stabilizing farmer's income to ensure continuation of farming along with the adoption of innovative and modern Agricultural practices. Although it has been over five years since the launch of PMFBY in 2016, the scheme is relatively in its nascent stage particularly of Horticulture crop in the state of Manipur with the department of Horticulture and Soil Conservation commencing its implementation only during Rabi 2020-21. During a short period since its implementation, the department has put in all efforts to raise awareness among farmers in a bid to cover maximum numbers of farmers under the scheme. A total of 365 (three hundred and sixty-five) and 18 (eighteen) numbers of training programmes have already been conducted at the District and State level respectively. However, a large number of farmers from far flung areas have not been able to avail benefits under the same scheme owing to lack of awareness. Hence, there is the need to further increase the level of awareness through organising a number of training programmes at grass root level.

Features and benefits of PMFBY:

The important features of the scheme are as under:

Coverage of farmers: The scheme is mandatory for loanee farmers. Loanee farmers are those who have availed institutional loans through Kisan Credit Card (KCC) etc. and those who availed insurance cover on a voluntary basis are termed as non-loanee farmers, tenant farmers and sharecroppers.

Coverage of crops: The crops will be covered only the notified crop. The responsibility of notifying crops lies on the State Government for both the Rabi and Kharif seasons.

Premium rates: The premium rate for Horticulture crops is 5 % of the sum insured/cost cultivation or actuarial rate, whichever is less.

Insurance Unit: Insurance unit may be in a village or a village panchayat or equivalent unit which has to be notified by the State Government. Hence, the scheme operates on an area-based approach.

Implementing Agency (IA): The Scheme shall be implemented through a multi-agency framework by selected insurance companies under the overall guidance & control of the

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Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW), Ministry of Agriculture & Farmers Welfare (MoA&FW), Government of India (GOI).

Risks To Be Covered & Exclusions: Following risks leading to crop loss are to be covered under the scheme:

Yield Losses (standing crops, on notified area basis): Comprehensive risk insurance is provided to cover yield losses due to non-preventable risks, such as (i) Natural Fire and Lightning (ii) Storm, Hailstorm, Cyclone, Typhoon, Tempest, Hurricane, Tornado etc. (iii) Flood, Inundation and Landslide (iv) Drought, Dry spells (v) Pests/ Diseases etc.

Prevented Sowing (on notified area basis) :- In cases where majority of the insured farmers of a notified area, having intent to sow/plant and incurred expenditure for the purpose, are prevented from sowing/planting the insured crop due to adverse weather conditions, shall be eligible for indemnity claims upto a maximum of 25% of the sum-insured

Post-Harvest Losses (individual farm basis): Coverage is available upto a maximum period of 14 days from harvesting for those crops which are kept in "cut & spread" condition to dry in the field after harvesting, against specific perils of cyclone / cyclonic rains, unseasonal rains throughout the country.

Localized Calamities: (individual farm basis): Loss / damage resulting from occurrence of identified localized risks i.e. hailstorm, landslide, and Inundation affecting isolated farms in the notified area.

Exclusions: Risks and Losses arising out of following perils shall be excluded:- War & kindred perils, nuclear risks, riots, malicious damage, theft, act of enmity, grazed and/or destroyed by domestic and/or wild animals, In case of Post-Harvest losses the harvested crop bundled and heaped at a place before threshing, other preventable risks.

Add-on coverage for crop loss due to attack by wild animals: The states may consider providing add-on coverage for crop loss due to attack by wild animals wherever the risk is perceived to be substantial and is identifiable. The add-on coverage will be optional for the farmers and noticeable premium will be borne by farmer, however the State Govts may consider providing subsidy on this coverage wherever notified and the rate will be considered separately and shall not form part of evaluation of Lowest bidder (L₁).

Use of innovative technology: Smart phones have been proposed for capturing and uploading of data to reduce delays in claim disposal of farmers and encouragement of use




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	<p>of innovative technology is followed in this scheme. Remote sensing and drones will be used to reduce the number of Crop Cutting experiments (CCEs) and also remove discrepancy in coverage of area.</p> <p>Crop Cutting Experiments (CCEs): The CCE is a procedure used to investigate the overall yield of the area. It is the most important step, as the quantities acquired through this are the base of the nationwide yield esteems. This would be conducted for all the notified crops.</p> <p>Seasonality discipline: The cut-off date refers to the last date of enrolment of farmers for particular season. It is uniform for both the loanee and non-loanee farmers/cultivators. The State-wise cut off dates for different crops shall be based on crops calendar of major crops. In case of Manipur, the total area of both Kharif and Rabi crops covered till now under the scheme is about 500 hectares spanning over the last 4 years. So far a total of about 800 numbers of farmers have been enrolled out of which about 250 farmers were benefited with a total insured sum of Rs. 4.5 lakhs under the schemes.</p> <p>The detailed information, Guidelines, fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge of PMFBY, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
10.	<p>Cultivation of Horticulture Crop as an Alternative to Poppy Cultivation in Hill Areas (State plan Scheme):</p> <p>Objective</p> <p>The main objectives of the project/scheme are:</p> <ol style="list-style-type: none"> To replace poppy cultivation with enterprising crops such as Blueberry (long term), Ginger (medium) and Quinoa (short term) crop in the remote areas. To serve as the model farm/focal point of production of Blueberry, Ginger and Quinoa in the State of Manipur. To rehabilitate <i>Jhum</i> cultivation dependent farmers and attain sustainable permanent/settled farming. To enhance the income of the farmers/villagers and improve the economy of the state. To promote sustainable scientific farming practices. <p>Strategy and modalities for implementation</p> <ol style="list-style-type: none"> Location and site selection criteria:




Selection of site must be based on the following parameters:

- a) The project area shall be well connected and accessible to transport facilities.
- b) The project location should have ensured alternative source of irrigation.
- c) The farm should be established in the abandoned jhum/scrub/non-scrub area only or near the village where poppy cultivation is predominant.
- d) Focus on high yielding varieties of selected crops for productivity enhancement.
- e) Payment to be released to the Beneficiary/Committee as per norms prescribed in the guidelines.

2. Beneficiary/Farmer selection criteria:

Selection of beneficiary farmers shall be carried out by the respective District Officers on strict observation and subjecting to fulfilment of the following criteria:

- a) The NGO in consultation with Local Bodies/Village Authorities and The District Officer (H&SC) of concern hill district shall be responsible for the formation of Farmers Welfare Committee (FWC) and opening of Joint Bank Account in the name of the Project/scheme "Cultivation of Horticulture Crops as an Alternative for Poppy Cultivation in Hill Areas" exclusively for the implementation of the Project and should be Jointly operated by Chairman and Secretary of the Farmers Welfare Committee.
- b) The genuine beneficiaries/farmers selected by the Committee shall only be considered.
- c) Preference should be given to the farmers who have undertaken Training/Short courses on Fruit Plantation and Orchard Management.
- d) Small and Marginal farmers dependent on Jhum/poppy cultivation should be given priority.
- e) Priority should be given to educated and unemployed youths with sufficient background knowledge in the field of farming.
- f) Beneficiary should be able to contribute its share in terms of labour mandate.
- g) It's mandatory to have a Bank Account & Aadhaar Number of the beneficiary.
- h) Only those beneficiaries shall be selected who comes under agreement to discontinue/abstain poppy cultivation.
- i) Movable assets/inputs such as Power tiller, Knapsack Sprayer, Horticultural tools and implements will be provided to the Farmers Welfare Committee against Poppy Cultivation and the same Committee shall be responsible for the periodical

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maintenance/repair of the machineries/inputs/assets movable as well as immovable assets (Water harvesting structure/pack house/compost pit) and should be managed by the Committee for the welfare of the farming community.

- j) The beneficiaries shall be limited to 20 (twenty) members only (comprising of 30 % women) under the proposed project with one (1) beneficiary only representing from each of a family or a household. Priorities may be given to widows or poor family under BPL category or as deemed fit by the Committee.
- k) The selection of genuine beneficiaries shall be carried out under the aegis of the Farmers Welfare Committee; comprising of the following members:

Sl. no	Name/Designation/Members of Farmers Welfare Committee	Designation/post to be held
1	District Officer (H&SC)	Chairman
2	President/ Secretary/Chairman of NGO/Society/Association	Secretary
3	Chairman/Chief of Village	Member
4	Representative Farmer of village	Member
5	Representative Farmer of village	Member

- l) The implementation of the project/scheme on “Cultivation of Horticulture Crops as an Alternative for Poppy Cultivation in Hill Areas” will be replicated in other districts wherever poppy cultivation are prevalent and NGOs/Local Agencies of the area involved in the activities on eradication of poppy plantation shall also be included.

- m) The NGO/Agencies/Society shall obtain No Objection Certificate (NOC) of land/project site from Village Chief/Village Authority (land owner), counter signed by concerned SDO/SDC indicating the period of lease of ten (10) years or more.

Monitoring and evaluation

The Deputy Director (H), Directorate of Horticulture & Soil Conservation will be the Nodal Officer of the Project/Scheme “Cultivation of Horticulture Crops as an Alternative for Poppy Cultivation in Hill Areas” under the supervision of Joint Director (H). All the activities pertaining to compliance of data, project report, correspondence to Government, arrangement for timely supply of material, inputs etc., onward submission of

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	<p>Progress Report & Utilization Certificates (UCs), will be taken up by the Nodal Officer. The items/inputs and planting materials to be used will be Centrally Procured in order to maintain uniformity and desired quality. The overall responsibilities to ensure effective implementation of the Scheme components of “Cultivation of Horticulture Crops as an Alternative for Poppy Cultivation in Hill Areas” thereof will be undertaken by the Department of Horticulture & Soil Conservation, Manipur. The project will be closely monitored and evaluated by the Evaluation and Monitoring Team of the Department headed by the Joint Director (H/SC) of the Department of Horticulture & Soil Conservation, Manipur following its laid periodical procedure.</p> <p>District Officers (Hort. & SC) of respective Districts/Chairman of the Committee shall coordinate with the Nodal Officer/Implementing Cell by deputing responsible officers/staffs as may be required from time to time for monitoring/evaluation etc., for the timely and successful implementation of the project.</p> <p>The major inputs/items and planting materials to be supplied to the Committee will be The detailed information, Guidelines, fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
11.	<p>Value Chain Marketing of Quality local horticulture products through brand-building initiatives (State Plan Scheme):</p> <p>Realizing the availability of quality horticultural products and developing a complete supply chain and top opportunities in the emerging market of the food sector, the Department of Horticulture & Soil Conservation, Manipur proposed a scheme entitled “Value Chain Marketing of Quality Local Horticulture Products through Brand Building Initiative”. The scheme shall support entrepreneurs, farmers groups and farmer Producer Organizations of the state involved in the value chain agriculture and make available innovative market approaches and market linkage and intervene in their product development, brand building, and promotion. The scheme shall aim for the creation of Indigenous food products, promote local brands, manufacturing, and supply chains and promote the Prime Minister’s call for “Vocal for Local” through consistent quality management at every step.</p> <p>Guidelines of Implementation for the State Plan Scheme “Value Chain Marketing of Quality Local Horticulture Products through Brand Building Initiatives during the Year 2020-21”. With the objective of realising the Government’s vision for the Mission “Vocal</p>




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for Local”, the Department of Horticulture & Soil Conservation, Manipur has taken up the following Components under the scheme for Promotion of Quality Local Produces through enhancing the existing food processing units with Modern technologies, Brand building of local Quality produces, Assistance on transportation costs and Market linkage through value Chain.

1. Training on standard production, post-harvest handling, processing and packaging to ensure qualities within and outside the State - To strengthen skills and knowledge required for producing quality products, training on production post-harvest handling, processing and packaging shall be organised within and outside the State.
 2. Assistance to existing processing units for basic infrastructures/machineries, materials to ensure qualities of products, proper packaging, branding and certification etc. - Processing units being essential activity towards creating value chain marketing approach taken under the scheme, promising units shall be assisted for upgradation with modern infrastructures to build products of national and international quality.
 3. Brand building and brand promotion and market linkage through Business summit, Buyer Seller Meets, Mela, etc. - Campaigns for brand awareness, consumer awareness, product information and promotion shall be extensively carried out. Trade relationships to connect entrepreneurs/producers and buyers will be established through Business summit, Buyer Seller Meets, Mela, etc. including participation in online marketing platforms.
 4. Assistance on transportation cost, documentary, lab testing and testimonials for export - The component shall provide assistance on transportation of products/ commodities to mitigate disadvantage of higher cost of transportation prevailing in the State while transporting outside the state. Documentation on best practices, lab testing for products to conform to national and international standards and export requirements shall also be facilitated.
 5. Administrative cost and setting up handling or transaction centre - For effective implementation of the scheme objectives, the implementing agency under the Department shall be entitled to receive a part of the total approved allocation for management. The expenses include cost of hiring of staff and manpower on contractual basis, travel and contingencies, institutional strengthening and hire/ purchase of office machines etc.
- Designated Training for Enhancing Qualities




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1. The Trainees will be either individual/ group/ entrepreneurs who are already pursuing food processing/ value addition.
2. Beneficiaries will be identified through proper verification procedure involving officers of the Directorate and concerned District Officers (H&SC) of the department.
3. A notification to this effect, along with criteria for selection as beneficiaries shall be circulated to all the District Officers (H&SC), MOMA, MIDH.
4. Priorities shall be given to Food Processing Units set up and functional with the Assistance of the Departmental Schemes.
5. Selected Beneficiaries will be imparted with Advance Technologies/ improved methodologies for enhancing qualities, maintaining Standard of their products.
6. Training will be imparted in Phase-wise by engaging experts from College of Food Technology (CFT), Central Agriculture University (CAU); Central Food Technology Research Institute (CFTRI), Manipur Centre, Consultant & Experts from within/ outside the state.
7. An Exposure Visit programme at Established processing Units preferably reputed factories outside the state shall be organised.
8. Dedicated beneficiaries after the training shall have a screening on their existing infrastructures/ assets/ machineries for working out essential support which will lead to standard production, packaging, etc.
9. Regular monitoring including hand holding support shall be extended to the Units of Beneficiaries so that their products are able to sell outside the state.

Criteria for selection of Beneficiary

1. The intending/ interested beneficiary shall have already functional processing units of fruits, vegetables and spices.
2. The Processing unit should have its Food Safety and Standards Authority of India (FSSAI) Number and in Proprietorship by the name of the individual/ group/ FPO/ FPC concerned.
3. Verification shall be made by the concerned district Officer (H&SC)/ Service Providers countersigned by the competent authority of the Directorate preferably the Nodal Officer/ Scheme in charge of the scheme.
4. A prescribed format shall be duly filled-in by the applicant under proper signature and seal.

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	<p>5. Ranges of products, capacities, machineries, investments from own source, bank loans, Government Assistance and sale value of products/ turn over etc. should be clearly mentioned.</p> <p>The detailed information fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
12.	<p>Construction of Cold Storage (State Plan Scheme)</p> <p>A State-Level Committee for the Establishment of Cold Chain and Post-Harvest Management of Horticulture Produce was constituted as per the direction of the Hon'ble Chief Minister, Manipur. Accordingly, a project titled "Setting up of Cold Chain Infrastructure for Horticulture Produces in Manipur" was submitted by the committee constituted for the same.</p> <p>Criteria for selection of beneficiary for establishment and mode of functioning/management of Cold Chain Infrastructures/ Cold Storage unit under Department of Horticulture & Soil Conservation, Government of Manipur.</p> <p>The following criteria for selection of beneficiary and management of Cold Chain Infrastructures/ Cold Storage unit were framed with the objectives i) To store the surplus products of fresh vegetables and fruits for extending self-life and prevent from losses ii) To reduce the post-harvest losses (40%) of fruits and vegetables, reducing the distress in the market and iii) To facilitate FPO/FPC/Farmers' forum/organisation or individual directly or indirectly associated in horticulture crop production, marketing and processing towards generating income & employment and creating value chain management of Agri/Horti commodities.</p> <p>A. Site selection:</p> <ol style="list-style-type: none"> 1. The Concerned District Level Officers (DLOs)/ DDOs of Horticulture & Soil Conservation, Government of Manipur should identify the suitable site/ location for establishment of the Cold Storage Unit/Cold Chain Infrastructures in coordination with the individual progressive farmers/Society//FPC/FPO/FIG/ Farmer forum/ Organization. 2. The minimum area require for establishment of Cold Chain/ Cold Storage infrastructures will be of (200 ft. x 200 ft.) or (61 m. x 61 m.).




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	<p>3. The site should be easily assessable, link with approachable road and not far from main power supply (Electricity) line. The site should preferably be at the production areas, processing unit or easily accessible to the district headquarters/ sub-division.</p> <p>4. The land ownership may be in the name of Public /NGO/Society/ FPC/FPO/FIG/ farmer forum or Organization /Private individual. No Objection Certificate (NOC) dully countersigned by the concerned SDO/SDC/ DLO/DDO (H&SC) from the land doner/owner should be incorporated with GPS coordinate photograph of the site.</p> <p>B. Civil work construction and installation of Machineries</p> <p>1. The National centre for cold Chain development (NCCD), New Delhi may be consulted and seek guidance for designing the cold Storage/ cold chain infrastructures.</p> <p>2. The standard quality should be maintained throughout the process of civil construction, procurement and installation of machineries etc.</p> <p>C. Management/functioning:</p> <p>1. The concerned District Level Officers (DLOs)/DDOs (H&SC) are require to formulate a mechanism for running the unit depending on the type of products, stakeholders involved and situation of the concern district.</p> <p>2. All possible measures and technical guidelines should be followed ensuring the optimum use of the facilities</p> <p>3. Proper training for running/functioning the Cold Storage unit shall be provided to all the stakeholders involved.</p> <p>4. Management/functioning of cold storage unit should be under a committee comprising the stakeholders mentioned in the para A-4. Concerned DO(H&SC)/DDO; Representatives from Engineering section of H&SC; Promoter /Society / FPO /FPC / Individual.</p> <p>The detailed information fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
13.	<p>Corpus for Market Intervention for Horticultural Products (State Plan Scheme):</p> <p>"Market Intervention for Horticultural Products" is a state scheme implemented as a revolving fund with mandated financial returns under the Department of Horticulture and Soil Conservation, Manipur. It assures a market for farmers in times of market glut to reduce distress sales while minimizing food wastage. The scheme provides farmers with safety net</p>




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	<p>and financial support through timely procurement of their produces during market risks and also make available fresh produces continuously to the public for their daily needs. It has been instrumental in providing market support to more than 2500 farmers during second wave of covid 19 during 2021. In July, 2024, under the guidance of the Hon'ble Chief Minister of Manipur, the scheme supported 934 farmers affected by hailstorms which occurred during May, 2024. Direct Benefit Transfer for total amount of Rs. 100.00 lakhs to the accounts of the affected farmers as immediate relief measures have been initiated through the concerned District Horticulture Officers of the Department.</p> <p>The detailed information fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
14.	<p>Establishment of Orchard in Hill Areas (State Plan scheme)</p> <p>Duration of the programme : 1(one) year</p> <p>Objective:</p> <ol style="list-style-type: none"> 1. To serve as a model orchard for farmers of hill areas of Manipur. 2. To attend settled farming for mitigating problems related to climate change and rehabilitation of Jhumia families. 3. To enhanced income and improved nutritional status of the State. <p>Procedure to avail benefits:</p> <p>Selection to be done through the respective District Officer, Horticulture & Soil Conservation, Manipur. Beneficiary should be able to contribute its share i.e., 30% of the total cost.</p> <p>Documents needed:</p> <p>Aadhaar number, Bank account, Land documents/ No Objection Certificate (NOC) of land from Village Authority/Chief, countersigned by SDC/SDO.</p> <p>The detailed information fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
15.	<p>Land Development Programme for Small & Marginal Farmers:</p> <p>The state government has introduced a scheme aimed at assisting small and marginal farmers, who make up 84% of the state's agricultural community. The primary objective of</p>




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	<p>the scheme is to develop agricultural land to enhance productivity. The implementation structure of the scheme varies based on the geography of the districts:</p> <ul style="list-style-type: none"> ➤ In valley districts, the scheme is being implemented through Zilla Parishads. ➤ In hill districts, implementation is the responsibility of Autonomous District Councils (ADC). <p>To ensure effective execution, members of Zilla Parishads and Autonomous District Councils have been appointed as caretakers for their respective districts as mandated by the government. This scheme aligns with the government's broader policy of devolving power to local bodies, thereby empowering them to manage and implement agricultural development initiatives tailored to the specific needs of their regions. It underscores a commitment to sustainable agricultural practices and the economic upliftment of small and marginal farmers across the state. Guidelines for implementation of the scheme of Assistance to small and marginal farmers for increasing agricultural production.</p> <p>The detailed information, guidelines, fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
16.	<p>Development of Floriculture:</p> <p>During the year 2024-25, the state plan scheme “Development of Floriculture” was allocated with Rs 40.00 lakhs with the objective for quality production and standardization of cut flowers in Manipur, providing healthy potted plants, flowering plants & loose flowers for every State/ National function and Awareness programme through promotion of flower exhibition cum competition during Mao Cherry Blossom cum Flower festival, Senapati and Shiroi Lily Festival/ Cosmos festival cum Flower exhibition, Ukhrul. The scheme focuses on the cultivation of Alstroemeria, Jasmine, Lilium, French Marigold and Lotus at 6 districts of Manipur viz., Imphal East, Imphal West, Bishnupur, Thoubal, Ukhrul and Senapati. The detailed information, guidelines, fund, beneficiaries etc. of the Scheme are available from the Nodal Officer/Scheme in-charge, Directorate of Horticulture & soil conservation, Sanjenthong, Manipur.</p>
17.	<p>Distribution of seeds as an alternative means of livelihood- Double Cropping:</p> <p>As part of the Government’s Mission of Double Cropping, the department was directed to procure seeds necessary for farmers, particularly in areas with irrigation facilities,</p>




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	<p>to enhance agricultural productivity. In April 2023, as part of this initiative, the Hon'ble Chief Minister distributed seeds to farmers for the fiscal year 2023-24.</p> <p>However, the required fund amounting to Rs. 200 lakhs allocated for this purpose was not transferred from the State Treasury to the designated bank. Consequently, the funds were reverted to the Government Account, resulting in a financial liability.</p>
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13. Particulars of recipients of concessions, permits or authorizations granted by the Public Authority [Section 4(10 (xiii))].

NIL

14. Information available in electronic form [Section 4(1) (b) (xiv)]

Sl.No.	Type of document	In which electronic format is kept	Mode of retrieval
1	Area and production of important horticulture crops and cost of cultivation	Concern Officer of the Directorate of Horticulture & Soil Conservation, Sanjenthong	Through Email
2	Tender documents	Website	https://www.manipurtenders.gov.in
3	MOVCDNER, Manipur	Website	https://momamanipur.mn.gov.in/
4	Detailed information of Department of Horticulture & Soil Conservation, Manipur	Website	https://horticulture.mn.gov.in

15. Particulars of facilities available to Citizens for obtaining information [Section 4 (1) (b) (xv)]

- At present there is no separate facilitation desk but the staff of the Department provide all necessary help and assistance to any needy person. The Department has not set up a library or a reading room for the public. Holidays in the Department are followed as per State Government list of Gazetted holidays.
- Electronic and print media: Regular promotional advertisements in print media are issued through Directorate of Information and Public Relation, Government of Manipur.
- Facilities for filing RTI: Applications addressed to the SPIO, Directorate of Horticulture and Soil Conservation, Sanjenthong can be submitted by post or by hand related to this

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office and the statutory fees there of as prescribed under the RTI Act, 2005 on all working days at the Receive and Issue Section of Directorate of Horticulture & Soil Conservation, Sanjenthong, Imphal East, Manipur- 795001.

16. The names, designation and other particulars of the PIOs Section 4 (1) (b) (xvi)

Sl.No.	Name of Officer	Designated as	Area of Jurisdiction
1.	Director, Horticulture & Soil Conservation,	FAA Nodal Officer	Directorate (Head Quarter)
1.	Additional Director, Horticulture & Soil Conservation	SPIO	do
2.	Joint Director (SC) & H	SAPIO	do
3.	District Officer (H&SC), Tamenglong	SPIO	Tamenglong District
4.	District Officer (H&SC), Ukhrul	SPIO	Ukhrul District
5.	District Officer (H&SC), Chandel	SPIO	Chandel District
6.	District Officer (H&SC), Churachandpur	SPIO	Churachandpur District
7.	Deputy Director (SS), Mantripukhri	SPIO	Imphal East District
8.	Divisional Soil Conservation Officer (IPP), Mantripukhri	SPIO	Imphal West District
9.	District Officer (H&SC), Senapati	SPIO	Senapati District
10.	District Officer (H&SC), Thoubal	SPIO	Thoubal District
11.	Deputy Director (H&SC), Kangpokpi	SPIO	Sadar Hills area
12.	Deputy Director Agri. (SC), RPF, Mao	SPIO	Regional Potato Farm, Mao
13.	Cashewnut Dev. Officer, Jiribam	SPIO	Cashewnut farm and Jiribam District
14.	Walnut Development Officer, Moreh	SPIO	Tengnoupal
15.	Horticulture Specialist, RPF, Maram	SPIO	Regional Progeny Orchard, Maram
16.	Chief Food Technologist, Mantripukhri	SPIO	Fruit Preservation Factory (MAGFRUIT)
17.	Agriculture Officer (SCR), Gelzang	SPIO	Soil Conservation Research Station, Gelzang
18.	District Officer (H&SC), Bishnupur	SPIO	Bishnupur District

17. Other information as may be prescribed under section 4(1) (b) (xvii)

18. Annual report enclosed
19. List of completed schemes/projects/programmes enclosed
20. List of schemes/projects/ programmes underway enclosed
21. Constituted Public Grievances cell




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22. Publication at local newspaper for intended farmers/beneficiaries for availing various schemes implemented by the Department of Horticulture & soil conservation.
23. Directorate and subordinated offices are open to general public during working days
24. Organised regular awareness training programme at grass root level on the various schemes taken up by the Department.
25. Actively participated and facilitated Government initiatives like Go to Village/ Go to Hill etc.
26. The Department installed various unipole hording at public places and regular advertisement at ISTV channel regarding promotion of organic farming.

Miscellaneous

27. **Are important policies or decisions which affect public, informed to them? [Section 4 (1) (c)]**
NA
28. **Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4 (1) (d)]**
NA
29. **Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**

Website such as <https://horticulture.mn.gov.in/> <https://momamanipur.mn.gov.in/>, Notice Boards of Directorate of Horticulture & Soil Conservation, Sanjenthong, Subordinate Offices of the Department, Newspapers, TV and Radio etc.

30. Whether information manual handbook available free of cost or not [Section 4 (4)]

The softcopy of area and production, cost of cultivation, package and practice of important horticulture crops are available free of cost from the concerned Officers of the Directorate of Horticulture & Soil Conservation. Hard copy/booklet will be available only when the fund is available for the purpose.

Additional Category of Information to be disclosed under guidelines-Sou Motu disclosure of more items under Section 4.

31. Information related to procurement

Information is available at the Notice Board of The Directorate of Horticulture & Soil Conservation, Sanjenthong/<https://horticulture.mn.gov.in/> <https://manipurtenders.gov.in/>

32. Public Private partnership

NA

[Signature]

[Signature]

DEMAND NO : 43 - HORTICULTURE AND SOIL CONSERVATION

I. Estimates of the amount required for the year ending 31st March, 2026 to defray expenses in connection with HORTICULTURE AND SOIL CONSERVATION

(₹ in lakhs)

	Revised Estimates, 2024 - 25			Budget Estimates, 2025 - 26		
	Revenue	Others	Total	Revenue	Others	Total
Voted :	6749.63	42.00	6791.63	10444.91	289.00	10733.91
Charged :
Grand Total :	6749.63	42.00	6791.63	10444.91	289.00	10733.91

II. The Heads under which this Grant/Appropriation is to be accounted for:

(₹ in lakhs)

Category of Heads	Code	Budget Estimates, 2024 - 25			Revised Estimates, 2024 - 25			Budget Estimates, 2025 - 26		
		2024 - 25			Hill	Valley	Total	Hill	Valley	Total
Major Head	2401 Crop Husbandry									
Sub-Major	00									
Minor	001 Direction and Administration									
Sub-Head	01 Direction									
Detailed	00									
Object	01 Salaries	1102.29	411.80	759.12	1170.92	444.75	819.85	1264.60		
	02 Wages	158.06	79.33	78.73	158.06	79.33	78.73	158.06		
	06 Medical Treatment	10.00	8.00	12.00	20.00	10.00	10.00	20.00		
	07 Allowances	306.61	238.85	440.29	679.14	267.51	493.12	760.63		
	11 Domestic Travel Expenses	20.00	10.00	10.00	20.00	10.00	10.00	20.00		
	13 Office expenses	115.21	50.19	65.02	115.21	50.00	65.00	115.00		
	16 Printing and Publication	5.00	5.00		
	19 Digital Equipment	2.00	...	2.00	2.00	...	2.00	2.00		
	21 Materials and Supplies	10.00	1.00	1.00	2.00	5.00	5.00	10.00		
	24 Fuels and Lubricants	20.00	10.00	10.00	20.00	10.00	10.00	20.00		
	27 Minor civil and electric Works	40.80	8.00	15.00	23.00	8.00	20.00	28.00		
	29 Repair and Maintenance	5.00	5.00	10.00		
Detailed	01 Electric & Water Charges									
Object	13 Office expenses	6.00	3.00	3.00	6.00	5.00	5.00	10.00		
	Total : Electric & Water Charges	6.00	3.00	3.00	6.00	5.00	5.00	10.00		
Detailed	02 State function related expenses									
Object	49 Other Revenue Expenditure	15.54	7.23	21.81	29.04	7.23	20.31	27.54		
	Total : State function related expenses	15.54	7.23	21.81	29.04	7.23	20.31	27.54		
	Total : Direction	1806.51	827.40	1417.97	2245.37	901.82	1549.01	2450.83		
	Total : Direction and Administration	1806.51	827.40	1417.97	2245.37	901.82	1549.01	2450.83		
Minor	103 Seeds									
Sub-Head	01 Foundation Farm at Mao									
Detailed	00									
Object	49 Other Revenue Expenditure	10.80	18.80	...	18.80	10.80	...	10.80		
	Total : Foundation Farm at Mao	10.80	18.80	...	18.80	10.80	...	10.80		
Sub-Head	02 Distribution of seeds as an alternative means of Livelihood									
Detailed	00									
Object	49 Other Revenue Expenditure	110.00	10.00	100.00	110.00	10.00	300.00	310.00		
	Total : Distribution of seeds as an alternative means of Livelihood	110.00	10.00	100.00	110.00	10.00	300.00	310.00		
Sub-Head	03 Distribution of seeds as an alternative means of Livelihood for "Short term"									
Detailed	00									
Object	49 Other Revenue Expenditure	150.00	...	150.00	150.00	...	75.00	75.00		
	Total : Distribution of seeds as an alternative means of Livelihood for "Short term"	150.00	...	150.00	150.00	...	75.00	75.00		
	Total : Seeds	270.80	28.80	250.00	278.80	20.80	375.00	395.80		
Minor	108 Commercial Crops									
Sub-Head	01 Mushroom, Development									
Detailed	00									
Object	49 Other Revenue Expenditure	10.00	...	10.00	10.00	...	10.00	10.00		
	Total : Mushroom, Development	10.00	...	10.00	10.00	...	10.00	10.00		
Sub-Head	02 Cultivation of Horticulture Crops as an alternative for Poppy cultivation in Hill areas									
Detailed	00									
Object	49 Other Revenue Expenditure	50.00	50.00	...	50.00	50.00	...	50.00		
	Total : Cultivation of Horticulture Crops as an alternative for Poppy cultivation in Hill areas	50.00	50.00	...	50.00	50.00	...	50.00		
Sub-Head	03 Corpus for Market Intervention for Horticulture Products									




Category of Heads	Code		Actuals	Budget Estimates	Revised Estimates, 2024-25			Budget Estimates, 2025-26		
			2023-24	2024-25	Hill	Valley	Total	Hill	Valley	Total
Detailed Object	00									
	49	Other Revenue Expenditure		200.00	...	0.30	0.30	...	50.00	50.00
	Total :	Corpus for Market Intervention for Horticulture Products		200.00	...	0.30	0.30	...	50.00	50.00
	Total :	Commercial Crops		260.00	50.00	10.30	60.30	50.00	60.00	110.00
Minor Sub-Head	109	Extension and farmers' Training								
	01	Strengthening of Horticulture Information Unit								
Detailed Object	00									
	11	Domestic Travel Expenses		0.30	1.00	1.00	2.00	1.00	1.00	2.00
	Total :	Strengthening of Horticulture Information Unit		0.30	1.00	1.00	2.00	1.00	1.00	2.00
	Total :	Extension and farmers' Training		0.30	1.00	1.00	2.00	1.00	1.00	2.00
Minor Sub-Head	119	Horticulture and Vegetable Crops								
	01	Fruit Preservation Factory								
Detailed Object	00									
	49	Other Revenue Expenditure		80.00	...	40.00	40.00	...	80.00	80.00
	Total :	Fruit Preservation Factory		80.00	...	40.00	40.00	...	80.00	80.00
Sub-Head	02	Development of Progeny Orchards								
Detailed Object	00									
	49	Other Revenue Expenditure		10.00	7.50	2.50	10.00	7.50	2.50	10.00
	Total :	Development of Progeny Orchards		10.00	7.50	2.50	10.00	7.50	2.50	10.00
Sub-Head	03	Establishment of Orchards in the Hill Areas								
Detailed Object	00									
	49	Other Revenue Expenditure		80.00	80.00	...	80.00	80.00	...	80.00
	Total :	Establishment of Orchards in the Hill Areas		80.00	80.00	...	80.00	80.00	...	80.00
	Total :	Horticulture and Vegetable Crops		170.00	87.50	42.50	130.00	87.50	82.50	170.00
Minor Sub-Head	800	Other Expenditure								
	01	Mission for Integrated Development of Horticulture(Central Share)								
Detailed Object	01	TSP Category								
	49	Other Revenue Expenditure		1298.66	...	643.32	643.32	...	1535.63	1535.63
	Total :	TSP Category		1298.66	...	643.32	643.32	...	1535.63	1535.63
Detailed Object	02	General Category								
	49	Other Revenue Expenditure		2260.64	...	891.68	891.68	...	2673.12	2673.12
	Total :	General Category		2260.64	...	891.68	891.68	...	2673.12	2673.12
Detailed Object	03	SCSP Category								
	49	Other Revenue Expenditure		140.60	...	54.40	54.40	...	166.25	166.25
	Total :	SCSP Category		140.60	...	54.40	54.40	...	166.25	166.25
	Total :	Mission for Integrated Development of Horticulture(Central Share)		3699.90	...	1589.40	1589.40	...	4375.00	4375.00
Sub-Head	02	State Share for Mission for Integrated Development of Horticulture								
Detailed Object	01	TSP Category								
	49	Other Revenue Expenditure		144.30	...	72.66	72.66	...	170.63	170.63
	Total :	TSP Category		144.30	...	72.66	72.66	...	170.63	170.63
Detailed Object	02	General Category								
	49	Other Revenue Expenditure		251.18	...	99.08	99.08	...	297.02	297.02
	Total :	General Category		251.18	...	99.08	99.08	...	297.02	297.02
Detailed Object	03	SCSP Category								
	49	Other Revenue Expenditure		15.62	...	6.04	6.04	...	18.47	18.47
	Total :	SCSP Category		15.62	...	6.04	6.04	...	18.47	18.47
	Total :	State Share for Mission for Integrated Development of Horticulture		411.10	...	177.78	177.78	...	486.12	486.12
Sub-Head	03	Development of Floriculture								
Detailed Object	00									
	49	Other Revenue Expenditure		40.00	...	20.00	20.00	...	40.00	40.00
	Total :	Development of Floriculture		40.00	...	20.00	20.00	...	40.00	40.00
Sub-Head	04	National Agriculture Insurance Scheme								
Detailed Object	01	State Share for Pradhan Mantri Fasal Bima Yojana(PMFBY)								
	49	Other Revenue Expenditure		100.00	...	152.27	152.27	...	115.00	115.00
	Total :	State Share for Pradhan Mantri Fasal Bima Yojana(PMFBY)		100.00	...	152.27	152.27	...	115.00	115.00
	Total :	National Agriculture Insurance Scheme		100.00	...	152.27	152.27	...	115.00	115.00
Sub-Head	05	Coconut Development Board Scheme								
Detailed Object	01	Establishment of Regional Coconut Nursery (Central Share)								
Object	49	Other Revenue Expenditure		18.85	18.85	18.85

Category of Heads	Code	Actuals 2023-24	Budget Estimates, 2024-25			Budget Estimates, 2025-26		
			2024-25	Revised Estimates, 2024-25 Hill Valley Total		Hill Valley Total		
	Total : Establishment of Regional Coconut Nursery (Central Share)		18.85	18.85	18.85
Detailed	02 Establishment of Regional Coconut Nursery (State Share)							
Object	49 Other Revenue Expenditure		6.40	6.40	6.40
	Total : Establishment of Regional Coconut Nursery (State Share)		6.40	6.40	6.40
Sub-Head	Total : Coconut Development Board Scheme		25.25	25.25	25.25
	06 Farming System in shifting cultivation areas of Manipur							
Detailed	01 Eastern Border Areas Development Authority (EBADA)							
Object	31 Grants-in-aid-General		30.00	...	30.00	30.00	51.06	51.06
	36 Grants-in-aid-Salaries		25.92	...	25.92	25.92	19.86	19.86
	Total : Eastern Border Areas Development Authority (EBADA)		55.92	...	55.92	55.92	70.92	70.92
Detailed	02 Barak River Valley Development Board							
Object	31 Grants-in-aid-General		30.00	...	30.00	30.00	42.14	42.14
	36 Grants-in-aid-Salaries		30.00	...	30.00	30.00	19.86	19.86
	Total : Barak River Valley Development Board		60.00	...	60.00	60.00	62.00	62.00
Sub-Head	Total : Farming System in shifting cultivation areas of Manipur		115.92	...	115.92	115.92	132.92	132.92
	07 Value chain marketing of quality local horticulture products through brand building initiatives							
Detailed	00							
Object	49 Other Revenue Expenditure		300.00	150.00	150.00	300.00
	Total : Value chain marketing of quality local horticulture products through brand building initiatives		300.00	150.00	150.00	300.00
Sub-Head	08 Mission organic value chain development for North eastern region (Central Share)							
Detailed	01 TSP Category							
Object	49 Other Revenue Expenditure		1176.10	...	126.80	126.80
	Total : TSP Category		1176.10	...	126.80	126.80
Detailed	02 General Category							
Object	49 Other Revenue Expenditure		1895.61	...	172.90	172.90
	Total : General Category		1895.61	...	172.90	172.90
Detailed	03 SCSP Category							
Object	49 Other Revenue Expenditure		112.95	...	10.60	10.60
	Total : SCSP Category		112.95	...	10.60	10.60
	Total : Mission organic value chain development for North eastern region (Central Share)		3184.66	...	310.30	310.30
Sub-Head	09 Mission organic value chain development for North eastern region (State Share)							
Detailed	01 TSP Category							
Object	49 Other Revenue Expenditure		40.00
	Total : TSP Category		40.00
Detailed	02 General Category							
Object	49 Other Revenue Expenditure		50.00
	Total : General Category		50.00
Detailed	03 SCSP Category							
Object	49 Other Revenue Expenditure		5.00
	Total : SCSP Category		5.00
	Total : Mission organic value chain development for North eastern region (State Share)		95.00
	Total : Other Expenditure		7971.83	...	2365.67	2365.67	150.00	5324.29
	Total : Crop Husbandry		10479.44	994.70	4087.44	5082.14	1211.12	7391.80
Major Head	2402 Soil and Water Conservation							
Sub-Major	00							
Minor	001 Direction and Administration							
Sub-Head	01 Direction							
Detailed	00							
Object	01 Salaries		779.99	380.38	509.31	889.69	410.81	960.87
	02 Wages		10.00	...	10.00	10.00	...	10.00
	06 Medical Treatment		10.00	5.00	5.00	10.00	5.00	10.00

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Category of Heads	Code	Actuals 2023-24	Budget Estimates		Revised Estimates, 2024-25			Budget Estimates, 2025-26		
			2024-25	Hill	Valley	Total	Hill	Valley	Total	
Minor Sub-Head	07 Allowances		352.71	220.62	295.40	516.02	247.09	330.85	577.94	
	09 Training Expenses		10.00	10.00	
	11 Domestic Travel Expenses		10.00	5.00	5.00	10.00	5.00	5.00	10.00	
	13 Office expenses		35.40	10.00	25.00	35.00	10.00	25.00	35.00	
	19 Digital Equipment		3.00	...	3.00	3.00	...	3.00	3.00	
	24 Fuels and Lubricants		6.00	3.00	3.00	6.00	3.00	3.00	6.00	
	27 Minor civil and electric Works		30.00	...	10.00	10.00	...	20.00	20.00	
	49 Other Revenue Expenditure		15.96	5.96	10.00	15.96	5.96	15.00	20.96	
	Total : Direction		1253.06	629.96	875.71	1505.67	686.86	976.91	1663.77	
	Total : Direction and Administration		1253.06	629.96	875.71	1505.67	686.86	976.91	1663.77	
Detailed Object	103 Land reclamation and Development									
	01 Assistance to Small and Marginal Farmers for increasing Agricultural Production (Devolution to Local Bodies)									
	00									
Detailed Object	31 Grants-in-aid-General		64.80	32.40	32.40	64.80	32.40	32.40	64.80	
	Total : Assistance to Small and Marginal Farmers for increasing Agricultural Production (Devolution to Local Bodies)		64.80	32.40	32.40	64.80	32.40	32.40	64.80	
	Total : Land reclamation and Development		64.80	32.40	32.40	64.80	32.40	32.40	64.80	
Major Head	Total : Soil and Water Conservation		1317.86	662.36	908.11	1570.47	719.26	1009.31	1728.57	
Major Head	2415 Agricultural Research and Education									
Sub-Major	01 Crop Husbandry									
Minor	004 Research									
Sub-Head	01 Soil Conservation Research Demonstration									
Detailed Object	00									
	01 Salaries		41.47	26.47	15.00	41.47	26.47	15.00	41.47	
	06 Medical Treatment		6.00	3.00	3.00	6.00	10.00	9.00	19.00	
	07 Allowances		25.00	16.00	9.00	25.00	17.85	10.05	27.90	
	11 Domestic Travel Expenses		0.25	1.00	2.00	3.00	1.00	2.00	3.00	
	13 Office expenses		1.05	0.05	1.00	1.05	0.05	1.00	1.05	
	Total : Soil Conservation Research Demonstration		73.77	46.52	30.00	76.52	55.37	37.05	92.42	
	Total : Research		73.77	46.52	30.00	76.52	55.37	37.05	92.42	
	Minor Sub-Head	277 Education								
	01 Training of Graduate and Post Graduate									
Detailed Object	00									
	26 Advertising and publicity		1.00	...	1.00	1.00	...	1.00	1.00	
	34 Scholarships		19.50	...	19.50	19.50	...	20.00	20.00	
	Total : Training of Graduate and Post Graduate		20.50	...	20.50	20.50	...	21.00	21.00	
Detailed Object	Total : Education		20.50	...	20.50	20.50	...	21.00	21.00	
	Total : Crop Husbandry		94.27	46.52	50.50	97.02	55.37	58.05	113.42	
	Total : Agricultural Research and Education		94.27	46.52	50.50	97.02	55.37	58.05	113.42	
	Major Head	4401 Capital Outlay on Crop Husbandry								
Sub-Major	00									
Minor	800 Other Expenditure									
Sub-Head	01 Construction of Cold Storage									
Detailed Object	00									
	72 Buildings and Structures		200.00	...	10.00	10.00	...	10.00	10.00	
Sub-Head	Total : Construction of Cold Storage		200.00	...	10.00	10.00	...	10.00	10.00	
	02 Construction of Rural Market Sheds									
Detailed Object	00									
	72 Buildings and Structures		100.00	...	10.00	10.00	...	100.00	100.00	
Sub-Head	Total : Construction of Rural Market Sheds		100.00	...	10.00	10.00	...	100.00	100.00	
	03 Establishment of Cold Chain Infrastructure, Vacuum Freeze Dehydration and Integrated Pack House									
Detailed Object	00									
	72 Buildings and Structures		150.00	...	10.00	10.00	...	10.00	10.00	
	Total : Establishment of Cold Chain Infrastructure, Vacuum Freeze Dehydration and Integrated Pack House		150.00	...	10.00	10.00	...	10.00	10.00	
Sub-Head	04 Capital Expenditure for Hort. & SC									
Detailed	00									

Category of Heads	Code	Actuals 2023-24	Budget Estimates 2024-25	Revised Estimates, 2024-25			Budget Estimates, 2025-26		
				Hill	Valley	Total	Hill	Valley	Total
Object	51 Motor Vehicles		33.00	1.00	1.00	2.00	10.00	10.00	20.00
	71 Information, Computer, Telecommunications (ICT) equipment		15.00	...	5.00	5.00	...	59.00	59.00
	74 Furniture & Fixtures		10.00	...	5.00	5.00	...	10.00	10.00
	Total : Capital Expenditure for Hort. & SC		58.00	1.00	11.00	12.00	10.00	79.00	89.00
	Total : Other Expenditure		508.00	1.00	41.00	42.00	10.00	199.00	209.00
	Total : Capital Outlay on Crop Husbandry		508.00	1.00	41.00	42.00	10.00	199.00	209.00
Major Head	4402 Capital Outlay on Soil and Water Conservation								
Sub-Major	00								
Minor	800 Other Expenditure								
Sub-Head	01 Construction of Directorate building								
Detailed	00								
Object	72 Buildings and Structures		50.00
	Total : Construction of Directorate building		50.00
Sub-Head	02 Development of Departmental farms								
Detailed	00								
Object	72 Buildings and Structures		80.00	80.00
	Total : Development of Departmental farms		80.00	80.00
	Total : Other Expenditure		50.00	80.00	80.00
	Total : Capital Outlay on Soil and Water Conservation		50.00	80.00	80.00
GRAND TOTAL :	HORTICULTURE AND SOIL CONSERVATION		12449.57	1704.58	5087.05	6791.63	1995.75	8738.16	10733.91
Voted :			12449.57	1704.58	5087.05	6791.63	1995.75	8738.16	10733.91