



GOVERNMENT OF MANIPUR

**ANNUAL ADMINISTRATIVE REPORT
(2025 – 2026)**

**GENERAL ADMINISTRATION DEPARTMENT
MANIPUR SECRETARIAT**

**ANNUAL ADMINISTRATIVE REPORT
FOR THE YEAR 2025-2026
(GENERAL ADMINISTRATION DEPARTMENT)
MANIPUR SECRETARIAT**

The General Administration Department (GAD) is an Administrative Department of Government of Manipur. GAD is the cadre authority for all Manipur Secretariat subordinate services below the grade of Section Officers. It also looks after Chief Minister's Secretariat, Manipur Civil Secretariat, Manipur Bhawans located outside the State (Delhi, Guwahati, Kolkata, Vellore, Bangalore and Shillong), Printing & Stationery Department, State Guest House (Sanjenthong, Imphal), Secretariat Records & Library, Protocol Matters, State Functions, etc.

2. The followings are some of the Achievements executed by General Administration Department during the year 2025 - 2026:

- (i) **Shifting to Civil Secretariat, Mantripukhri:** Shifting of Office and all the important documents/items from the old buildings of Secretariat Offices, Babupara, Imphal West to the newly constructed buildings at Mantripukhri, Imphal East has been done after inauguration by **Shri Narendra Modi, Hon'ble Prime Minister on 13-09-2025** during his brief visit to Manipur and is now functioning smoothly.
- (ii) Construction of both Manipur Guest House at Dwarka, New Delhi and Manipur House (Shanglen) at Salt Lake, Kolkata are almost completed. As such, for proper functioning of the 2(two) Guest Houses, due necessary action is being taken up under Private Public Partnership (PPP) model.
- (iii) From amongst the empanelled firms the Union Government, State Government has selected **M/s Deloitte Touche Tohmatsu India LLP** as '**Transaction Advisor**' after following due procedure/guideline and also as per terms and conditions of RFP(Request for Proposal) for undertaking feasibility study, preparation of transaction documents and assist in bid process management for an boarding of a Developer cum Operator for upgradation and/or Operation, Maintenance and Management of select Properties across NCR and Kolkata on Public Private Partnership (PPP) basis.
- (iv) Publication of Annual Holiday/Restricted Holiday list of the State Government /Autonomous Bodies has been done highlighting state's cultural & natural beautiful scenes/habitats to the whole world.
- (v) Directorate of Printing & Stationery, Manipur has successfully Digitally signed on - line publication of e-gazettes since 1st July, 2025. It facilitates general public and Departments/Institution of the Government in communication the Directorate obtaining requisite official email address and official contact with Whatapp.

(vi) Web Application for uploading of notification by the Departments and Gazettes by the Directorate of Printing and Stationery since 1st August, 2025 for efficiency, effectiveness, interactive and informative aspect of the publication of gazettes from the stage of request made by the Department/Institutions of the Government till the stage of publication of the requested gazettes, a web-based solution has been taken up in collaboration with NC Manipur at a total project cost of Rs.10,000,00/- (Rupees Ten Lakhs only).

After due completion of necessary security audit, a newly developed web portal/application with domain name <https://egazette Manipur.mn.gov.in> has been **launched by the Hon'ble Governor of Manipur on 1st August, 2025.**

The said web-application now functions as a platform for online submission of request for publication of Gazettes by the Departments/Institutions/public to the Directorate. It also acts as real-time information portal for the Departments/Institutions/Public individuals about the status of their request for publication of gazettes with retrieval repository of the published gazettes for all Departments/Institutions/public individuals.

(vii) The Vehicle Management System (VMS), originally implemented by the Government of Punjab, has been customized for the General Administration Department (GAD), Government of Manipur. It facilitates centralized management and monitoring of Government vehicles, including officer allotments. The application is nearing completion and will be launch soon.

(viii) Revenues collected for letting out of Rooms in the Manipur Bhawans as revenue are as below:

(i) Manipur Bhawan, New Delhi	Rs. 97.90 Lakh
(ii) Manipur Bhawan, Kolkata	Rs. 37.13 Lakh
(iii) Manipur Bhawan, Guwahati	<u>Rs. 39.73 Lakh</u>
Total = Rs. 174.76 Lakh (Approx.)	