

ADMINISTRATIVE REPORT
THE STATE ACADEMY OF TRAINING, MANIPUR
(2025 - 2026)

1. INTRODUCTION:

The State Academy of Training, Manipur serves as the Administrative Training Institute (ATI) of the State. It was established in the year 1985 following the recommendations of the Chief Secretaries Conference held on May 7th and 8th, 1976, under the Chairmanship of the Prime Minister of India. The Academy aims to provide training to administrative and executive personnel, equipping them with cutting-edge skills in governance and public administration.

2. ORGANISATIONAL SET UP:

The State Academy of Training, Manipur is headed by a Director General, who is supported by an Additional Director, a Senior Administrative Officer, a Senior Finance Officer, and other staff including faculty members.

Currently, Shri Paulunthang Vaiphei, IAS serves as the Director General while Md. S. Daulat Khan, MCS holds the position of Additional Director, Md. Imran Khan, MCS is the Sr. Administrative Officer and Smt. Pukhrambam Sonika, MFS is the Sr. Finance Officer. The Academy also has one Office Superintendent, five faculty members specializing in Computer Science, three Computer Technical Assistants, and 20 ministerial staff members.

The Academy does not have regular faculty of its own except for Computers. To address this, various resource persons and serving officers of the State Government are engaged on an honorarium basis at rates determined by the government. Such temporary measures always affect the timely and proper organization of various training programmes conducted by the Academy. Appointment of other faculty members in fields such as Public Administration and Office Procedure (including Noting & Drafting) would enhance the quality of capacity-building programs in the public interest.

The current infrastructure of the Academy is insufficient for organizing and conducting various training programs. Therefore, there is a pressing need to upgrade the facilities as soon as possible. Strengthening the Academy will enable it to play a leading role in training government employees and fostering good governance in the state.

3. MAIN FUNCTIONS OF THE STATE ACADEMY:

The State Academy of Training serves as the apex administrative training institute of the state. It provides training to government employees, public sector undertakings, local bodies, representatives of voluntary organizations, as well as members of the general public. The Academy focuses on key priority areas and courses, as outlined below:

I. Foundation Course for State Civil Services:

This course is designed for officers from various state civil service, including the Manipur Civil Service (MCS), Manipur Finance Service(MFS), Manipur Secretariat Service(MSS), Junior MCS, Election Officers(EO), and the Manipur Police Service(MPS).

II. State Accounts Training.

III. Office Procedure Training / Examination.

IV. Attachment Course of All India Services (IAS/IFS).

V. Professional Course in various State Services.

VI. Refresher Courses on various Rules/ Regulations.

VII. Basic Computer Literacy Courses.

VIII. Finance and Accounts Courses.

IX. Right to Information (RTI).

X. Human Rights issues.

XI. Entrepreneurship Development Programmes.

XII. Disaster Management related Trainings.

XIII. Induction Training Programme of newly recruited employees.

XIV. Peripatetic Training Programme on various topics.

XV. Other Training Programmes in coordination with Central bodies such as Training Division, DoPT, GoI; National Human Rights Commission (NHRC); National Institute of Disaster Management (NIDM); National Commission for Women (NCW); Institute of Secretariat Training & Management (ISTM) etc.

4. PERFORMANCES DURING THE YEAR (2025 to 2026):

Amid the ongoing crisis in the state, the Academy managed to conduct the following State sponsored training programmes covering the training of 1307 (One thousand three hundred & seven) employees/officials. In addition to the normal physical mode of classes, online as well as hybrid modes of classes were adopted to achieve the training goals:

Sl. No.	Training Program details	Duration/Period of training	No. of participants
1.	4-Weeks Training Programme of IAS Probationers of MN:2024 Batch	2 nd - 29 th May, 2025	1
2.	2-Days Training Programme 77 th RR Batch 10 IPS Officers	18 th - 19 th Dec, 2025	10

3.	2 – Days attachment of 2 IFS officers	19 th - 20 th Jan, 2026	2
4.	89 th Batch State Accounts Training	21 st April – 21 st July, 2025	205
5.	Office Procedure Examination	5 th January, 2025	156
6.	Office Procedure Examination	5 th July, 2025	214
7.	3 days Training Programme on :- (i) Tender & Procurement (ii) Advanced Computer Skill	3 rd – 5 th November, 2025	170
	(iii) Roles & Functions of DDOs (iv) Budget Preparation & Management	12 th - 14 th November, 2025	
	(v) Officer Procedure	17 th -19 th November, 2025	
8.	3 days Training programme on Office Procedure	(i) 22 nd -24 th Dec., 2025 – 2 Nos. (ii) 5 th – 7 th Jan., 2026 – 2 Nos.	175
9.	Office Procedure Exam	10 th January, 2026	159
10.	90 th Batch State Accounts Training	27 th Oct. 2025 - 27 th Jan., 2026	215

In addition to the training programs organized and conducted by the Academy, SAT has also facilitated the organization and conduct of various training programs and recruitment examinations of different departments by providing necessary facilities including resource persons, technical staff etc. SAT has also reached out to districts to provide RTI awareness at district level and organised trainings of various government employees in collaboration with DoPT, GoI, National Commission for Women, New Delhi etc.

FUND UTILIZATION:

(Rupees in lakhs)

Head of Account	Budget 2025-26	Expenditure as on 28.02.2026	BALANCE
Major Head : 2070 – Other Administrative Services Sub Major : 00 Minor : 003 – Training Sub-Head : 01 – State Academy of Training			
00			
01 – Salaries	250.00	195.54	54.46
06 – Medical Treatment	5.00	Nil	5.00
07-Allowances	150.00	127.15	22.85
11 – Domestic Travel Expenses	3.00	2.07	0.93
13 – Office Expenses	30.00	14.90	15.10
19-Digital Equipment	10.00	2.07	7.93
24-Fuels & Lubricants	10.00	10.00	Nil
27-Minor civil and electric Works	20.00	9.92	10.08
29 – Repair & Maintenance	10.00	8.37	1.63
49 – Other Revenue Expenditure	8.00	Nil	8.00
01 – Electric & Water Charges			
13 – Office Expenses	25.00	12.02	12.98
TOTAL	521.00	382.04	138.96

(Rupees in lakhs)

Head of Account	Budget 2025-26	Expenditure as on 28.02.2026	BALANCE
Major Head : 2070 – Other Administrative Services Sub Major : 00 Minor : 003 – Training Sub-Head : 02 – Capacity Building/ Training			
00			
09 – Training Expenses	200.00	58.32	141.68
11 – Domestic Travel Expenses	2.00	0.74	1.26
13 – Office Expenses	15.00	Nil	15.00
28 – Professional Service	35.00	4.65	30.35
49 –Other revenue expenditure	100.00	7.06	92.94
01– Cash Incentive for successful candidates in Civil Service Exam of UPSC			
49-Other Revenue Expenditure	90.00	33.00	57.00
TOTAL	442.00	103.77	338.23

(Rupees in lakhs)

Head of Account	Budget 2025-26	Expenditure as on 28.02.2026	BALANCE
Major Head : 2070 – Other Administrative Services Sub Major : 00 Minor : 003 – Training Sub-Head : 04 – SAT Hostel			
00			
21 – Materials and Supplies	10.00	4.35	5.65
TOTAL	10.00	4.35	5.65

(Rupees in lakhs)

Head of Account	Budget 2025-26	Expenditure as on 28.02.2026	BALANCE
Major Head : 2070 – Other Administrative Services Sub Major : 00 Minor : 800 – Other Expenditure Sub-Head : 01 – CM’s Award for Good Governance			
00			
05 – Rewards	20.00	0.00	20.00
TOTAL	20.00	00.00	20.00

(Rupees in lakhs)

Head of Account	Budget 2025-26	Expenditure as on 28.02.2026	BALANCE
Major Head : 4070 – Capital Outlay on OAS Sub Major : 00 Minor : 800 – Other Expenditure Sub-Head : 02 – Special Repairing of SAT Building			
00			
51-Motor Vehicles	15.00	Nil	15.00
52-Machinery & Equipments	5.00	Nil	5.00
71-information, Computer, Telecommunications (ICT) Equipment	50.00	1.32	48.68
74-Furniture & Fixtures	20.00	Nil	20.00
77-Other Fixed Assets	10.00	00.69	9.31
01-Construction of SAT Hostel and Other Fixed Assets			
72-Building and Structures	10.00	10.00	Nil
02-Infrastructure Development of SAT			
73-Infrastructural Assets	10.00	Nil	10.00
TOTAL	120.00	12.01	107.99

CONCLUSION:

To strengthen the State Academy of Training, which is the Apex Administrative Training Institute of the State, the following issues are required to be taken care of, at an early date.

Staff strength:

The total number of sanctioned posts in the State Academy of Training is 83. At present, the staff strength of the Academy is 32(thirty-two) posts; and there are 51(fifty-one) vacant posts. There is an urgent requirement for additional staff, especially in Group B & C categories for effective management of the Academy and efficient conduct of various training programmes.

Since the main function of the Academy is to improve the knowledge and skill of Government employees for effective administration and delivery of services to the general public, staff including faculty may be strengthened as envisaged in the State Training Policy.
