

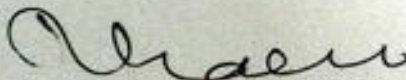
**ANNUAL ADMINISTRATIVE REPORT
FOR THE YEAR 2015-2016(GAD)**

The General Administration Department(GAD), Manipur Secretariat provides support and exercises control over the Departments/Offices in the Manipur Secretariat in respect of multifarious affairs including Chief Minister's Secretariat, Manipur Bhawans, Printing & Stationery Department, State Guest House, Sanjenthong, Imphal etc.

The following are some of the works achieved by the GAD during 2015-16:-

1. GAD provided necessary arrangements for Transport, Accommodation, State Dinners, Cultural Programmes and Protocol Duties for visiting VVIPs/VIPs/State Guest during the period. Though frequency of such visits have sharply increased compared to previous years, GAD staff worked beyond office hours even on Sundays & Holidays to ensure that necessary arrangement were made without extra remuneration. There are about 200 vacant posts in different categories.
2. In this current financial year, 6(six) vehicles (Maruti Ciaz Vxi+) were purchased for providing transportation to the VVIPs/VIPs/Sr. Officials, etc. And another 6(six) more vehicles (Maruti Ciaz Vxi+) are being purchased for Manipur Bhawan, New Delhi.
3. To ensure proper upkeep and maintenance, several works for renovation/improvement of Secretariat Buildings & complexes are being taken up in consultation with Works Department.
4. Critical support and assistance was provided to the Department of Relief & Disaster Management by GAD in setting up Control Centre during the recent massive earthquake in Manipur on 04-01-2016 and declared holidays on 5th & 6th January, 2016 in public interest.
5. GAD successfully organized various National and State Functions during the period in collaboration with concerned Departments.
6. The following amounts will be collected as room rents for Rooms/Conference Hall from all Manipur Bhawans/State Guests House, Sanjenthong as State Government revenue during the financial year w.e.f. 01-04-2015 to 31-03-2016 :-

(i) Manipur Bhawan, Delhi (Old)	- Rs. 9,60,000/-	} Rs.73,80,000/- (Approx.)
(ii) Manipur Tikendrajit House, Delhi	- Rs.30,50,000/-	
(iii) Manipur Bhawan, Kolkata	- Rs.31,00,000/-	
(iv) Manipur Bhawan, Guwahati	- Rs. 70,000/-	
(v) State Guests House, Sanjenthong	- Rs. 2,00,000/-	


(B.B. Sharma) 17/2/16
Commissioner(GAD),
Government of Manipur.