

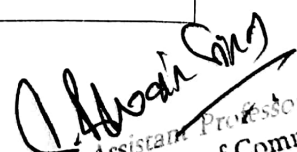
Name of the Auditor:- Salam Bhogin Singh

Designation :- Asst. Professor

Institution :- D. M. College of Commerce, Dhanamanjuri University

**Annual Audit of Council of Higher Secondary Education, Manipur
Under the RTI Act 2005**

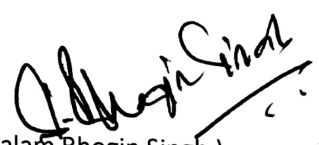
Sl. No.	Parameter		Remark
1	Obligation of Public Authorities	It has been noticed that all records are properly maintained and kept in the office, and most of the documents that need to be informed to the public are uploaded on the office website www.cohsem.nic.in , clearly mentioning the details. Important Notifications, Recruitment Results, Appointment Offers, and RTI application outcomes are regularly uploaded under the Notice section of the website. Public Grievance Redressal mechanisms are operational and accessible through the online portal. Annual Reports of RTI implementation and orders of the Manipur Information Commission (where applicable) are maintained internally.	
2.	Organisation Structures, Function, duties and responsibilities	Complete details of the department, with proper hierarchy of the administrative along with the department's function, contact details of the Head of the Department, organisational structure, vision and mission, duties and responsibilities of officers and staff, work allocation, divisional office jurisdiction, and departmental mandates are uploaded the official website .	
3.	Budget and Programmes	Programme details are easily available in the website. However, projects are not made available citing sensitive reason which might create problem due to the volatile situation of Manipur. Efforts are being made to regularly upload sanctioned work lists, work orders, procurement details, and end-to-end e-procurement records. Tender notices are hosted periodically, although not all tender results or award details are updated online.	The Council may take up necessary steps to furnish details of the programme in future
4.	Act , Rules and	The Act. under which the council is established, Manipur Higher Secondary	


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	Regulation	Education Act, and 1 st and 2 nd Gazette Amendment of the Act and amended Regulation for recognition and other related documents are available in the website.	
5.	Directory of Officers	Directory of the top officials are all available in the website. Email address of all the officials are available in the website. However, the top three official personnel phone are not available in website .	The Council may take up necessary steps to furnish contact no. details of all officials .
6.	Information available in electronic form	Important information such as Important Notifications, Recruitment Results, Appointment Offers, and RTI application outcomes, are regularly uploaded under the Notice Board section of the website. Public Grievance Redressal mechanisms are operational and accessible through the online portal in electronic form. Annual Administrative Reports and committee-related orders (including grievance redressal and internal functioning) are made available upon request or included in annual documentation.	
7.	Facilities available to citizens for obtaining information	Most of the important information are readily available online and other related information are also provided to the public through queries	
8	Information update status	All relevant information is updated on the website from time to time	

Dated :- 18/8/2025 Imphal


 (Salam Bhogin Singh)
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 Imphal