

**PROFORMA FOR FURNISHING INFORMATION AS PER PROVISION U/S 25 OF THE RTI ACT, 2005  
FOR THE YEAR 2025-26 (01.04.2025 TO 31.03.2026)**

PROFORMA- I

Department: Dhanamanjuri University, Manipur  
Public Authority: Dhanamanjuri University, Manipur

Sl. No	Points on which the information is to be furnished	Reports in Detail	Remarks
1.	a) Whether the records of the office are catalogued and indexed to facilitate any extraction or recovery of information when applied for? [Section 4(1)(a)]	Yes, files are maintained.	
	b) Whether the records are computerized or not? [Section 4(1)(a)]	No. However, office orders and notifications are uploaded on the website dmu.ac.in.	
	c) Whether the information can be accessed through internet or any LAN or any other means of electronic communication?	No. Records are majorly maintained in hard copy in respective files.	
2	a) Whether the information as required to be published u/s 4(b) of the RTI Act, 2005 has been published or not?	No. Under process.	
	b) Frequency of updation of the information published in col. 2(a) above.	NA	
	c) Whether steps have been taken to facilitate easy access to information/office records by the general public so that the public/applicant may obtain the information sought	Office orders and notifications are regularly uploaded on the website dmu.ac.in.	
3	Any information regarding disciplinary action taken against any officer concerning the implementation of the Act.	No such cases.	
4	Whether a Nodal Officer has been appointed in respect of the Public Authority.	Yes Th. Jayantakumar Singh (Controller of Examinations)	
5	Whether a third-party audit agency has been identified in respect of the Public authority, scheduled of third-party audit.	No	
6	Total number of RTI applications received during the period under reporting and RTI application filed/coming from Urban and Rural Areas.	NA	
7	Total number of RTI applications filed by Female and Male and applicants belonging to BPL families.	NA	
8	Any recommendation for reform, improvement, modernization in connection with implementation of the Act or amendment to this Act.	NA	

Note: The proforma so provided are not exhaustive, but are suggestive in nature; and any additional/relevant information which may be considered appropriate may also be included.





