

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (SCHOOLS)**

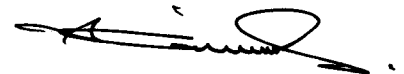
N O T I F I C A T I O N

Imphal, the 3rd January, 2018.

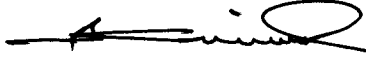
**Sub: Digitisation of Service Books for all employees
of Education (S) – regarding.**

No. AO/267/Service Book/2017(8)-DE(S): In continuation of this office Notification of even No. dated the 29th December, 2017 issued regarding the above subject, it is further notified for information of all concerned (Head of Institutions/ Offices, ZEOs, DDOs of offices & schools under the Department of Education(S), Manipur) to invariably take note of the following points while submitting the Service Books:

- (1) All ZEOs/ Head of Institutions/Offices shall paste a duly filled in and signed template (Annexure-I) as last entry in the Service Books. The size of the paper to be pasted should be 14.9 cm (B) x 21.1 cm (L) i.e., half of an A4 sized paper. All ZEOs/ HoIs/ DDOs should affix signature falling partly on the pasted Proforma and partly on the paper to avoid replacement of the pasted Proforma.
- (2) A colour passport sized (3 cm x 4 cm) photograph duly signed by the employee (in long form) should be pasted on the obverse of the Cover of the Service Book (Vol.-I). The ZEOs/ DDOs/ HoIs should verify the photograph with signature and official seal (falling partly on the photograph & partly on the paper to avoid replacement of photographs).
- (3) While submitting Service Books of the employees by the concerned ZEOs, number of Service Books submitted should invariably be mentioned in the forwarding letter. Duly filled in Annexure-II, detailing the documents submitted, should also be enclosed along with the forwarding letter.
- (4) Copies of all relevant documents of the employee, duly self-attested by the employee, as mentioned in this office Notification of even No. dated 29/12/2017, should be stapled at appropriate pages of the Service Books and should also be listed in Annexure-II of the forwarding of ZEOs while submitting the Service Books.




- (5) Efforts should be made to avoid submission of Service Books in piecemeal manner. However, timeline as stipulated in this office Notification of even No. dated 29/12/2017 should strictly be adhered to.


(Th. Kirankumar) 3/1/2018
Director of Education(S)

Memo No.AO/267/ServiceBook/2017(8)-DE(S):Imphal, the 3rd January, 2018.

Copy to:

1. The Secretary to the Hon'ble Chief Minister, Manipur.
2. The PPS to the Hon'ble Minister (Education), Manipur.
3. The S.O. to the Chief Secretary, Government of Manipur.
4. The Principal Secretary, Education (S), Government of Manipur.
5. The Principal Secretary (Finance), Government of Manipur.
6. The Accountant General (A&E), Manipur.
7. All the Deputy Commissioner concerned.
8. The SPD, (SSA/RMSA), Manipur.
9. The Joint Secretary (DP), Government of Manipur.
10. The Joint Secy./ Deputy Secy., Education (S), Government of Manipur.
11. The Director, Local Fund Audit, Manipur.
12. All Officers of Directorate of Education (S), Manipur.
13. The Chief Engineer, Education Engineering Wing, Manipur.
14. The AO, Education (S), Manipur. He shall upload the same in the website of the Department www.manipureducation.gov.in
15. All ZEOs concerned.
16. All Principals of Higher Secondary Schools, Manipur.
17. All Head Master/ Head Mistress of High/ Upper Primary/ Primary Schools concerned.
18. The IT Manager, IT Department with a request to upload the same in the State Government website www.manipur.gov.in
19. All Concerned.
20. Relevant file.


(Th. Kirankumar)
Director of Education (S)

ANNEXURE-I

Template to be pasted as the last entry in the Service Book of every employee before submitting the same to the Directorate

1. Name of employee :
2. Aadhaar No. :
3. EIN (of MGEL/CPIS) :
4. GPF A/c No. :
5. PRAN (for NPS) :
6. Date of birth :
7. Father's name :
8. Mother's name :
9. Permanent address :
10. Contact details : (i) Phone No. :
(ii) E-mail id :
11. Present place of posting :
12. Present substantive designation :
13. Highest educational qualification:
(X/ XII/ BA/ BSc/ MA/ MSc/ PHd etc.)
14. Professional qualification :
(DEEd/ BEd/ MEd etc.)

Date:

Place:

Signature :
Name :
Designation :
Seal :

ANNEXURE-II

Name of Zonal Educational Office:

Details of Service Books:

Sl. No.	Name of employee & designation	Name of school/ office	No. of Vols./ Parts of Service Books	Documents submitted	Remarks
<i>Eg.</i>	<i>Th. Chaoba Singh, GT</i>	<i>Haoreibi Jr. High School</i>	<i>3 Volumes/ Parts of Service Books containing 72 pages in all</i>	<i>1. Apptt. Order 2. Personal profile of MGEL 3. Order of promotion to the post of GT 4. X certificate 5. XII certificate 6. BA certificate 7. DEEd certificate 8. Etc.</i>	<i>Presently under utilization at ZEO office, Wangoi</i>