

GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)
(MIS Section)

O R D E R S

Imphal, the 19th April, 2014

No: 32/1/6/09-DE(S)(Pt. A): In supersession of all earlier Orders issued in this regard that the work relating to Computerization/Updating/Preparation/Generation of pay bills in respect of the employees under the respective DDOs under this Deptt. is re-allocated to the Officials indicated in the following table with immediate effect and until further Orders.

Sl. No.	Name of Officials/Staffs	Particulars of employees
1	a. L. Dharendra Singh, EIN: 067094 b. K. Bijoy Singh, EIN: 067292	All employees serving under the following Zones: C.C. Pur. Zone, Chandel, Lilong, Moirang. Kakching, Wangoi and Directorate of Education (S/Hills).
2	a. L. Joychandra Singh, EIN: 067201 b. A. Basanta Kumar Singh, EIN: 067123	All employees serving under the Zone –I and III and Directorate of Education (S/Valley).
3	a. O. Hemanta Meetei, EIN: 067154 b. L. Ibomcha Singh, EIN: 067127	All employees serving under the Zone – II, IV.

2. All the above Officials shall render duty full time on all week days in the MIS Section -
3. At least one of the above named Officials shall affix his signature on every page of the pay bills generated from the MIS section as a token of verification of the pay bills.
4. Each Pay Bills generated by the MIS Section shall be duly countersigned by the Sr. Finance Officer under his seal and signature.
5. Pay bills should be prepared in respect of only the employees rendering service in a particular Institution or Office in co-ordination with the CPIS Section and in consonance with Office Memorandum No.1/6/2013-FB(MGEL)Pt-I dated 11/11/2013 of the Finance Deptt., Manipur.
6. Any change/modification in the existing particulars/data in respect of any Office/Institution shall be on the basis of written report from the DDO concerned or Order issued by the competent authority.
7. Its shall be the responsibility of the concerned DDOs to furnish the correct and the updated employees list and their salary particulars within a month of effecting any change in the existing particulars in respect of the establishment (*institute/office*) to the MIS section.
8. It shall be the responsibility of the MIS section to prepare the correct pay bills as per report of the DDO concerned.
9. These arrangements shall be effective immediately.



(H. Deleep Singh)
Director of Education (S)

Copy to:

1. The Principal Secretary (Edn./S), Manipur.
2. The Addl. Director of Edn./S(Plg/Valley/Hills).
3. The Administrative Officer. *He is requested to upload this Order in the Official website.*
4. The ZEOs/DIs concerned.
5. All DDOs.
6. The Heads of Institutions concerned.
7. Officials/Staff concerned.
8. Notice Board.
9. Guard File.