

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

No. 40/1-7/2017-ED(S)Pt-I

Imphal, the 22nd August 2017

To

1. The ZEO/Principal/Headmaster/Headmistress
2. The Commanding Officer, N.C.C.
3. The Chief Engineer, Engg. Wing, Education(S)

Subject:- Monthly expenditure for salary

Sir/Madam,

In inviting a reference to the above subject, I am to inform that the monthly expenditure for salary may be furnished in the following format to the Director of Education(S) for every month. If the statement is not submitted the salary shall be held up for the following month and the DDO concerned shall be held responsible.

Monthly Salary Expenditure Statement
for the month of _____

1. Name of School/Office :
2. DDO Code No :
3. Head of Account :
4. Last fund allotted :
5. Total expenditure :
6. Balance :

Sl. No.	Bill No. & date	Particulars of bill	Gross Amount	Remarks

Yours faithfully,



(Kh. Lalmani Singh)

Addl. Director of Education(S/Valley)