

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

C I R C U L A R

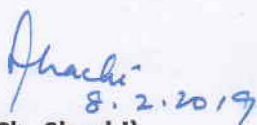
Imphal, the 8th February, 2019

NO. AD(V)/ID-01/18: In continuation to this Office Circular of even No. NO. AD(S/V) MISC-2013 dated, 28th November, 2017, and with a view to establish genuineness of the service status of the employees working under the Directorate of Education (Schools), all the Identity Cards which were issued prior to 5th February 2019 shall be treated invalid. New Identity Cards (PVC) in a refurbished format/designed will be rolled out beginning 2nd week of February, 2019.

Hence, all employees concerned should furnish his/her particulars in the prescribed format/personal data sheet enclosed as ANNEXURE to the undersigned as early as possible. Application form(s) can be downloaded from the official website i.e. www.manipureducation.gov.in. Two colour passport size photographs shall be submitted along with the forms for preparation of new PVC Identity Cards.

Henceforth, old Identity Cards shall be surrendered on obtaining a new PVC Identity Cards.

It is further notified that Identity Cards issued by any other authorities shall not be considered valid for any official purpose.


8.2.2019
(Ch. Shachi)

Addl. Director of Education (S)
Government of Manipur

Memo No.: NO. AD(V)/ID-01/18

Imphal, the 8th February, 2019

Copy to:-

1. The Director of Education (S)
2. The Addl. Director of Education (S/Hills)
3. The Chief Finance Officer (for kind uploading in the official website)
4. The ZEO/DI's concerned
5. All the Principals/Head Masters concerned } for information and further necessary actions
6. All the Officials/Employees concerned (for strict compliance)
7. The relevant file
8. Notice Board.

(Dr. L. W. Ananta)

Physical Education Promotion Officer (Yoga)
Directorate of Education (S)
Government of Manipur

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)
(VALLEY SECTION)**

ANNEXURE-I

Affix a passport size photograph duly attested by the concerned Head of the Office in such a way that a part of the signature shall be in the form itself (Unattested photograph will be rejected)

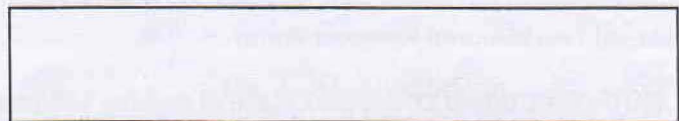
PERSONAL DATA SHEET

No:

1. Name (*in block letters*):.....
2. Father/Husband Name:
3. Home Address:
4. Family Contact No.:.....Personal Mobile No:.....
5. Substantive Post:
6. Date & Order of Appointment to the Substantive Post (*Enclosed Certified Copy*).....
7. Present Designation:
8. Date & Order of Appointment to the Present Post (*Enclosed Certified Copy*).....
9. Service Verification Order No., Dated & Sl. No.: (*Enclose Certified Copy*):.....
10. School/Office:
11. District: Zone/ Block: Zone Code:
12. Present Scale of Pay:
13. EIN: (*Enclose copy of the personnel Profile Uploaded by the DMIS, Finance Deptt.*):
14. Date of Birth (*enclose HSLCE-Certificate*):(in words)
15. Identification Mark:
16. Height (in Feet):Gender:
17. Blood Group :.....

DECLARATION

All the particulars mentioned above are true to the best of my knowledge and belief



**Full Signature of the Employee
(Signature to be scanned)**

The particulars mentioned above are checked and verified with the records maintained in this School/Office and found correct.

Place/Date:
.....

Signature with seal of the Head of Office/Institution
(Attesting Authority)

To be filled by the Directorate Office

Service Classification (Groupwise):.....

Concerned DDO Code:

Zone Code:

Card Registration No:

Valid Upto:

Dealing Assistant

**Issuing Authority
Addl. Director (S/V)**

**Officer in charge
Physical Edn. Promotion Officer (Yoga)**

Special Instruction:

1. The concerned employee should sign his/her signature strictly within the box provided in the form and slip as the signature is to be scanned and impressed on the identity card.
2. The employee concerned should submit 2(same) recent passport size colour photographs (*one to be affixed in the form itself and to be attested by the HOO/HOI concerned and the other photograph without attestation for scanning*) along with the duly filled in data sheet with a sum of Rs. 100/- only being cost of additional accessories.
3. Document required for fresh/new application:
 - a) A forwarding letter by the Head of Institution (to be addressed to the Addl. Director (S/V))
 - b) Matriculate Certificate
 - b) Personnel Profile (Up to Date)
 - c) Appointment & Posting Order
 - d) Service Verification (if any)
 - e) Two coloured Passport Photo

NOTE: For Utilised Employees, Place of posting will be considered to his/her original Office/School (as or latest CPIS(formerly known as MGEL))