

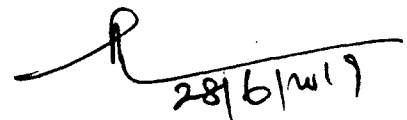
**GOVERNMENT OF MANIPUR**  
**DIRECTORATE OF EDUCATION (SCHOOLS)**  
**Lamphelpat**

----

**C I R C U L A R**  
Imphal, the 28<sup>th</sup> June, 2019.

No. 2/46/2016-ED(S)(AD/H): it is hereby inform to all the Zonal Education Officers/ Principals/ Headmasters/ Headmistress/ Drawing & Disbursing Officers that those employees who are retiring upto the month of December, 2019 are require to submit alongwith the following documents on or before the 31<sup>st</sup> July, 2019 so as to enable to declare their termination order timely.

- 1) Initial Appointment order & Regular Appointment order.
- 2) Age proof certificate (Education certificate).
- 3) Service verification order.
- 4) Personal profile/ MGEL List/ NICD.
- 5) Service book.
- 6) Promotion order (if any).
- 7) Last Pay Certificate.

  
28/6/2019

(Hmangte Lerte Kom)  
Addl. Director of Education (S/H)  
Government of Manipur.

---  


Copy to:

1. Director of Education (S).
2. Additional Director of Education (S/ Valley).
3. Administrative Officer, Directorate of Education (S).
4. Head Clerk (Hills), Directorate of Education (S).
5. Guard file.

----