

**GOVERNMENT OF MANIPUR**  
**SECRETARIAT: EDUCATION (S) DEPARTMENT**

**C I R C U L A R**  
Imphal, the 26<sup>th</sup> May, 2020

**Subject: Furnishing of information by Private Schools.**

**No.29/10/2019-SE(S)MISC:** Whereas all the Schools under all management in the State have remained closed by an order of the Government dated the 12<sup>th</sup> March, 2020 to ensure reduction of mass gatherings and to avoid spread of COVID-19 Novel Coronavirus disease as a precautionary measure and consequently normal academic activities and calendar have been affected largely by this closure. The opening of Schools will be done after taking appropriate decision by the Government in consultation with Health Department and keenly following the scenario of the Country elsewhere.

Whereas, there have been some representations addressed to the Education-Schools Department regarding the collection of fees by the Schools and payment of salary to the teaching and the non-teaching staff of the respective schools by the school authorities during the period the schools remain closed. It is felt imperative on the part of the Government that a concrete decision is required to be taken in this regard after taking due consultation with all concerned stakeholders.

It is, therefore, directed to all the Private Schools and other Schools charging some fees under any names to furnish a detailed statement of the respective schools to the Education-Schools Department as per the format given hereunder:

Sl. No.	Items	No/Amount	Remarks
1	Name of School		
2	Classes structure		
3	Total no of students/enrolment		
4	No of staff		
	(a) Teaching Staff		
	(b) Non-Teaching Staff		
5	Fees:		
	(a) Admission fees (average)	Rs.	
	(b) Monthly fees (average)	Rs	
	(c) any other fee	Rs.	
6	Monthly Expenditure		
	(a) Salary of Teaching Staff	Rs.	
	(b) Salary of Non-Teaching Staff	Rs	

All School Authorities shall submit the desired information to the Education-Schools Department to **e-mail IDs: [trsingh13@yahoo.co.in](mailto:trsingh13@yahoo.co.in) and [kirankumar\\_thokchom@yahoo.co.in](mailto:kirankumar_thokchom@yahoo.co.in)** or to their respective ZEOs (in hard copies) without fail **latest by the 30<sup>th</sup> May, 2020** and there should not be any misleading/concealment of information. Non submission of the information will be viewed seriously.

  
**(T. Ranjit Singh)**  
Commissioner (Education-Schools),  
Government of Manipur

Copy to:-

- 1) Secretary to Hon'ble Chief Minister, Manipur.
- 2) PPS to Hon'ble Minister (Education), Manipur.
- 3) Staff Officer to Chief Secretary, Government of Manipur.
- 4) All Deputy Commissioners, Manipur for causing wide publicity in their respective districts.
- 5) Director (Education-Schools), Manipur.
- 6) Director (IPR), Manipur for causing wide publicity.
- 7) Additional Directors of Education Schools (Hills/Valley), Manipur.
- 8) All Zonal Education Officers, Manipur for kind information and immediate necessary action.
- 9) News Editor, AIR/DDK/Impact TV/ISTV/TOM TV for announcement as news item.
- 10) News Editors, Poknapham/Sangai Express (English)/Huiyen Lanpao/Sanateibak/Imphal Free Press for kind publication in their esteemed newspapers for 1(one) day.
- 11) Guard file/ Order Book.