

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

No. 16/01/2023-CFO/DE(S)

Imphal, the 24<sup>th</sup> October, 2023

To

All the concerned Drawing & Disbursing Officers (DDOs) under the Department of Education (S), Manipur

Subject: Fund proposal for remuneration of Contract Graduate Teacher (Arts & Science) along with Duty Certificate for the period from 01/03/2023 to 31/08/2023.

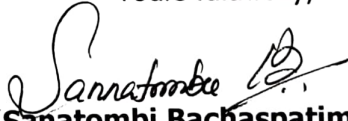
Sir/Madam,

In inviting a reference to the above cited subject, I am to inform you to submit the **fund proposal in prescribed format as enclosed in ANNEXURE for remuneration of Contract Graduate Teacher (Arts & Science)** appointed as per this Office Notification No. AO/233/AGT/2014(9)-DE(S) dated 03/02/2023 along with **Duty Certificate for the period from 01/03/2023 to 31/08/2023** under your jurisdiction to **Room No. 47 on or before 31/10/2023** without fail, failing which no further claim may be entertained. **The matter may be treated as most urgent.**

The duly signed soft copy by concerned DDO in PDF format may also be submitted to the following Officials Whatsapp Nos. for speedy process.

1. Peterson Thounaojam- 7005827576
2. Heisnam Pulinkanta Singh- 8416000697
3. P. Naobi Khuman- 9856164514

Yours faithfully,

  
**(Sanatombi Bachaspatimayum)**  
Chief Finance Officer  
Directorate of Education (S)  
Manipur  
*H. Pulinkanta*

Copy to:

1. The Director, Education (S), Manipur
2. The Additional Directors (Hill/Valley), Education (S), Manipur
3. The Sr. Administrative Officer, Education (S), Manipur
4. The Web Admin. He is requested to upload the letter in the Official Website.

ANNEXURE

STATEMENT OF FUND PROPOSAL IN RESPECT OF CONTRACT GRADUATE TEACHER(ARTS AND SCIENCE)

Name of Office/School:

Sl.No.	SIN	Name of Employee	Sex	Designation	Date of Joining	Remuneration Amount	No. of Months	Fund Required	Duty certificate enclosed (Yes/No)	Remarks
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

H. Palaniswami

Signature of DDO

Contact No.

### DUTY CERTIFICATE

This is to certify that the contract Graduate Teachers (Science/ Arts) listed herewith, have been attending the school regularly and discharging duties satisfactorily for the period specified against their names. Further remarks if any are placed against their names.

SL. No.	Name of the Employee	SIN	Designation	Date of joining at present school	Period of Duty (Date, month & year)		Remarks (if any)
					From	To	

Signature of the Drawing & Disbursing Officer  
With Seal

Date:

Place:

Contact No:

*H. Pulionkar*