

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

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

Imphal, the 27<sup>th</sup> February, 2024

To


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

Subject: Duty Certificate for the period from 01/09/2023 to 29/02/2024.

Sir/Madam,

In inviting a reference to the above cited subject, I am to inform you to submit the **Duty Certificate of Contract Graduate Teachers (Arts/Science/Hindi) and Contract Primary Teachers (Hindi)** who were appointed as per this Office Notification No. AO/233/AGT/2014(9)-DE(S) dated 03/02/2023 in the prescribed format enclosed as ANNEXURE for the period from **01/09/2023 to 29/02/2024** under your jurisdiction to **Room No. 47** on or before **06/03/2024** without fail, failing which no further claim shall be entertained.

Yours faithfully,

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

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.}
5. Guard file.

**ANNEXURE****DUTY CERTIFICATE**

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

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

Signature of the Drawing & Disbursing Officer  
With Seal

Date:

Place:

Contact No: