

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

No. 05/01/2018-CFO/DE(S)Pt-II

Imphal, the 09<sup>th</sup> May,2024

To

All the DDOs,  
Department of Education(S)

Subject:- Submission of **Non-Encashment Certificate** for the FY 2023-24.

Sir/Madam,

In reference to the above cited subject, I am to inform you to submit **Non-Encashment Certificate issued by concerned Treasury/Sub-Treasury office** regarding any Non encashment bill /arrear for the **FY 2023-24**. The Non-encashment Certificate along with fund proposal statement(in the prescribed format) as enclosed **ANNEXURE** should be submitted to the Chief Finance Officer of Directorate of Education(S) **on or before 14<sup>th</sup> May,2024** failing which any submission thereafter will not be considered . The matter must be treated as **"MOST URGENT"** .

Yours faithfully,

  
**(Sanatombi Bachaspatimayum)**

Chief Finance Officer  
Directorate of Education(S)

Manipur

*H. Pulinkante*

Copy to:

1. The Director, Education(S), Manipur.
2. Guard File.

STATEMENT OF FUND PROPOSAL .....

Name of School/Office:

DDO Code:

Sl.No.	Name of Employee	EIN	Designation	Date of Birth	Date of Joining	Period	Already Drawn	To be Drawn	Fund Required	Remarks(if any)
1	2	3	4	5	6	7	8	9	10	11

Sl.No.	Head of Accounts	Fund Required(in Rs.)
1	Basic	
2	Allowance	
Grand Total		

Signature of DDO  
 Name of DDO:  
 Designation:  
 Contact No.:  
 Seal