


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

O F F I C E M E M O R A N D U M

Imphal, the 8th May, 2024

No. CPIS/4/NR(Contract)/2023-DE(S): All the Contract Graduate (Arts, Science and Hindi) and Hindi Primary Teachers are hereby reminded that, in order to facilitate allocation of Specific Identification Number (SIN), especially those teachers who have been recently transferred, SINS are to be allotted at the new place of posting. It is mandatory to re-submit the documents from the new place of posting outlined below (2 copies each), failing which salary bill will not be prepared.

1. Application for processing of SIN
 2. Appointment Notification
 3. Contract Agreement and Undertaking
 4. Posting Order
 5. Joining Letter
 6. Transfer Orders with Joining Letters
 7. Class X Certificate
 8. SC/ST/OBC Certificate
 9. Two Passport Photos
 10. If father's name is not mentioned in the Class X Certificate, then admit card of Class X should be enclosed.
2. Additionally, the above documents are to be duly verified by concerned DDO and submit to the undersigned on or before 14th May, 2024 at the earliest convenience.


(Sanatombi Bachaspatimayum)
Chief Finance Officer
Nodal Officer (CMIS)



Copy to: -

1. Director of Education (S), Directorate of Education (S), Manipur
2. Addl. Directors (V/H), Directorate of Education (S), Manipur.
3. Sr. Administrative Officer, Directorate of Education (S), Manipur.
4. All ZEO /DDO/HOO concerned.