

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

No. 16/01/2023-CF0/DE(S)Pt-1

Imphal, the ^{7^u} 20 Sept., 2024

To


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

Subject:- Duty Certificate for the period from 01/03/2024 till date.

Sir/Madam,

In inviting a reference to the above cited subject, I am to inform you to submit the **Duty Certificate of Contract Graduate Teacher(Arts/Science/Hindi) and Contract Hindi Primary Teacher** who were appointed as per this Office Notification No. AO/233/AGT/2014(9)-DE(S) dated 03/02/2023 and AO/233/AGT/2014(9)-DE(S) dated 19/01/2024 in prescribed format as enclosed in **ANNEXURE** for the period from **01/03/2024 till date** under your jurisdiction to **Room No. 47** on or before **28/09/2024 without fail**, failing which no further claim may be entertained. The matter must be treated as "**MOST URGENT**".

Yours faithfully,


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

Copy to:

1. The Director, Directorate of Education(S), Manipur.
2. The Additional Director(Hills/Valley), Directorate of Education(S), Manipur.
3. The Sr. Administrative Officer, Directorate of 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.	DDO code	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	

H. P. V. K. Kumbhar

Signature of the Drawing & Disbursing Officer(DDO)
With Seal

Date:
Place:
Contact No:

- * Teachers who have utilised to other school must obtain Duty Certificate from utilised school/ZEOs and submit to original school/ZEOs where concerned teacher is posted i.e. original place of posting. Teacher must enclose utilization order copy.
- * *Duty certificate must be signed by concerned DDOs only if not available it must be signed by concerned AI/DI/ZEO.
- *** DDO code must be filled where concerned teacher is drawing salary.