

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

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No. 11/1/2019-MIS-CFO

Imphal, the 5<sup>th</sup> December, 2024

To

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

Subject: **Duty Certificate for the period from 01-03-2024 to 05-12-2024.**

Sir/Madam,

In inviting a reference to the above cited subject, I am to inform you to submit the Duty Certificate of **newly regularized Lecturers** who were appointed as per Order No. 40/1/2018-SE(S) dated 08/01/2022 issued by Secretariat: Education(S) Department in the prescribed format enclosed as **ANNEXURE** for the **period from 01-03-2024 to 05-12-2024 under your jurisdiction to Room No. 47 on or before 13<sup>th</sup> December,2024** without fail, failing which no further claim shall be entertained. The matter must be treated **"MOST URGENT"**.

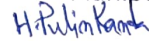
Yours faithfully,



**(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.

**DUTY CERTIFICATE**

This is to certify that the newly regularised Lecturers 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/ EIN(If any)	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. K. K. K.*

# Duty certificate should be issued by concerned DDO/Principal where employees are posted i.e. present place of posting (Order copy of present place of posting should enclosed) .

#In case of employee utilised to other school Duty certificate must be issued by DDO/Principal where employee is doing duty and submitted to original place of posting (Order copy of original place of posting as well as utilisation order copy must be enclosed). Utilisation of duty must be mentioned in remark column.

# Order copy of present place of posting as well as utilisation order copy (if any) must be submitted along with duty certificate for newly regularized Lecturers.

Signature of the Drawing & Disbursing Officer  
With Seal

Date:

Place:

Contact No: