

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

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

Imphal, the 21st February, 2025

To


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

Subject: **Duty Certificate for the period from 01-09-2024 to 28-02-2025.**

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 Order No. AO/233/AGT/2014(9)-DE(S) dated 03/02/2023 & 19/01/2022 issued by Directorate of Education(S) in the prescribed format enclosed as **ANNEXURE** for the **period from 01-09-2024 to 28-02-2025 under your jurisdiction to Room No. 47 from 28th February, 2025 to 6th March, 2025** 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
H. Pulinkanda

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 Contract Graduate Teacher(Arts/Science/Hindi)/ Contract Hindi Primary Teacher 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.

Duty certificate should be issued by concerned DDO 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 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 Contract Graduate Teacher(Arts/Science/Hindi) and contract Hindi Primary Teacher.

Signature of the Drawing & Disbursing Officer
With Seal

Date:

Place:

Contact No: