

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

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

Imphal, the 20<sup>th</sup> May, 2025

To

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

Subject: **Duty Certificate for the period from 01-03-2025 to 31-05-2025.**

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 & 19/01/2024 issued by Directorate of Education(S) in the prescribed format enclosed as **ANNEXURE** for the **period from 01-03-2025 to 31-05-2025 under your jurisdiction to Room No. 48 from 02<sup>nd</sup> June,2025 to 6<sup>th</sup> June,2025** without fail, failing which no further claim shall be entertained.

2. The concerned DDOs must enclosed present/transfer(if any) place of posting order/Utilization order for those teachers who are listed in ANNEXURE.

3. Also, the DDO must submit maternity leave/Earned leave order/application of those teachers who have taken leave while submitting Duty Certificate .

You are requested to look into the matter and take further necessary action at the earliest. 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 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. Singh*

# 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 be 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: