

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

ORDERS
Imphal, the 16th July, 2025

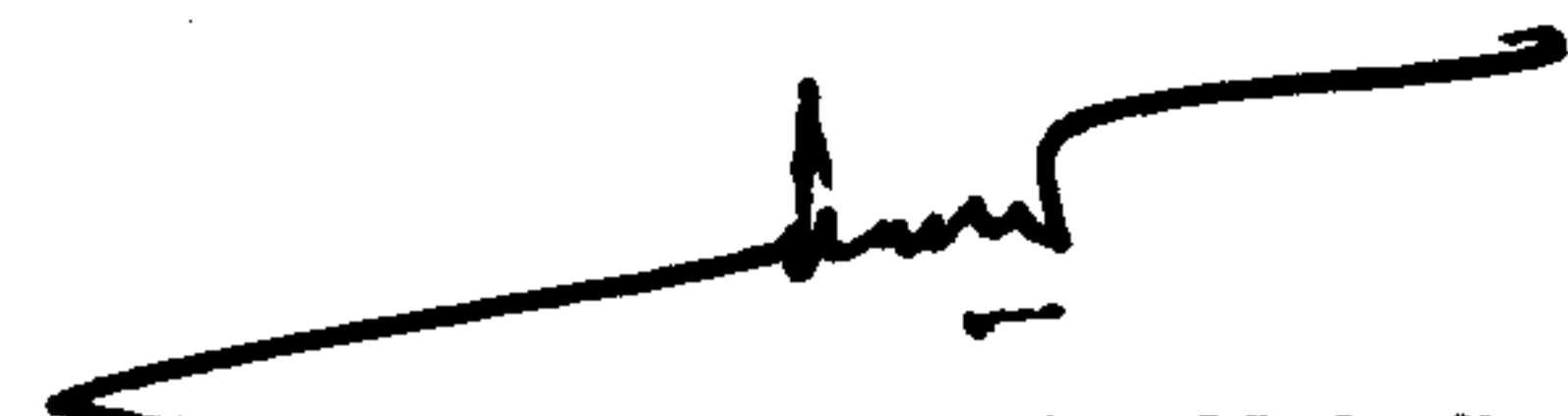
No. 05/01/2018-CFO/DE(S)Pt-II : It has been observed that fund proposals submitted by various Drawing and Disbursing Officers (DDOs) are often delayed or incomplete i.e. the concerned DDOs have not submitted fund proposal along with requisite documents in light of their recent Transfer/posting order, newly recruited employee, up-to-date actual expenditure and balance etc. As a result, the Department is unable to figure out actual amount of fund for timely processing and release of funds.

In this regard, all DDOs under the Department of Education (S) are hereby instructed to submit proposals for the release of quarterly as well as additional funds to the Directorate of Education (S), Lamphelpat, strictly as per the prescribed guidelines.

1. All proposals must be accompanied by the relevant supporting documents as listed in **Annexure-I** enclosed with this Order.
2. The following points must be strictly adhered to:
 - Fund proposals shall be submitted within the stipulated timelines.
 - All requisite documents, as specified in Annexure-I, must be enclosed.
 - The format and structure of proposals must comply with the prescribed guidelines.
3. **It is reiterated that proposals which are incomplete or not submitted as per the guidelines will not be processed, and no funds will be allotted under any circumstances.**
4. The above instructions shall come with immediate effect.

This Order is issued for strict compliance by all concerned.

Enclosure: **Annexure-I** – List of Documents Required for Fund Proposal Submission


(Ng. Bhogendra Meitei)
Director of Education(S)
Manipur

Copy to:-

1. The Additional Directors(Valley/Hills), Directorate of Education(S), Manipur.
2. The Chief Finance Officer, Directorate of Education(S), Manipur.
3. All DDOs of Department of Education(S), Manipur.
4. Guard File.

Annexure I to Order No. 05/01/2018-CFO/DE(S)Pt-II dated 16th July, 2025

Sl.No.	Fund proposal from concerned DDO	Time line for fund proposal submission to Chief Finance Officer, Directorate of Education(S)	Documents required for fund proposal
1	1st Quarter i.e. March to May	1st April to 10th April	<ol style="list-style-type: none"> 1. A Forward letter addressed to Chief Finance Officer by concerned DDO. 2. Statement of fund Proposal in the prescribed format. 3. Expenditure statement indicating balance. 4. BEAMS copy reflecting balalce. 5. CTR 22 (Inner Page) of the last salary drawn from CMIS .
	2nd Quarter i.e. June to August	25th May to 10th June	
	3rd Quarter i.e. September to November	25th August to 10th September	
	4th Quarter i.e. December to February	25th November to 10th December	
2	Additional F-und proposal i.e. due to insufficient/wrong calculation .	on or before 15th of every month	<ol style="list-style-type: none"> 1. A Forward letter addressed to Chief Finance Officer by concerned DDO. 2. Reason for additional fund proposal along with supporting documents 3. Transfer Order in case of transfer employee 4. Last pay certificate in case of transfer employee 5. CMIS Profile 6. Appointment order (in case of newly appointed/recruited employee) 7. Statement of fund Proposal in the prescribed format 8. Expenditure statement indicating balance 9. BEAMS copy 10. Promotion order and Pay fixation copy (in case of promotee employee)
3	Additional F-und proposal for newly recruited employee/transfer/promotee etc.	on or before 15th of every month	<ol style="list-style-type: none"> 1. A Forward letter addressed to Chief Finance Officer by concerned DDO. 2. Reason for additional fund proposal along with supporting documents 3. Last pay certificate in case of transfer employee 5. CMIS Profile 6. Statement of fund Proposal in the prescribed format 8. Expenditure statement indicating balance 9. BEAMS copy 10. Promotion order and Pay fixation copy (in case of promotee employee)
4	Additional F-und proposal for promotion/ Trained scale/Sr. Scale/Trained Sr. Scale/ACP/MACP etc.	on or before 15th of every month	<ol style="list-style-type: none"> 1. A Forward letter addressed to Chief Finance Officer by concerned DDO. 2. Reason for additional fund proposal along with supporting documents 3. Last pay certificate in case of transfer employee 5. CMIS Profile 6. Statement of fund Proposal in the prescribed format 8. Expenditure statement indicating balance 9. BEAMS copy 10. Promotion order/ Trained scale/Sr. Scale/Trained Sr. Scale/ACP/MACP order etc. and Pay fixation copy (in case of promotee / Trained scale/Sr. Scale/Trained Sr. Scale/ACP/MACP etc. employee)

H. Subin Kante

5	Fund for Medical Re-imbursement	on or before 15th of every month	1. A Forward letter addressed to Chief Finance Officer by concerned DDO. 2. A copy of Sanction letter issued by Secretary/Commissioner, Education-S.
6	Expenditure Statement of every month	on or before 9th of every month	1. A Forward letter addressed to Chief Finance Officer by concerned DDO. 2. Expenditure statement showing details of expenditure of month.

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