GOVERNMENT OF MANIPUR DIRECTORATE OF EDUCATION(S)

<u>ORDERS</u> Imphal, the CJuly, 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.

- 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



Copy to:-

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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.

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60	I.No.	Fund proposal from concerned DDO	Time line for fund proposal submission to Chief Finance Officer, Directorate of Education(S)	Documents required for fu
		1st Quarter i.e. March to May	1st April to 10th April	1. A Forward letter addressed to Chief Finance (
		June	y to 10th	. Statement
		3rd Quarter i.e. September to November	25th August to 10th September	13. Expenditure statement indicating balance.
		4th Quarter i.e. December to February	25th November to 10th December	. CTR 22 (In
	N	Additional Fund proposal i.e. due to insufficient/wrong calculation .	on or before 15th of every month	 A Forward letter addressed to Chief Finance (Reason for additional fund proposal along with Statement of fund Proposal in the prescribed 1 Expenditure statement indicating balance BEAMS copy
	ω	Additional Fund proposal for newly recruited employee/transfer/promotee etc.	on or before 15th of every month	 A Forward letter addressed to Chief Finance (Reason for additional fund proposal along with Transfer Order in case of transfer employee Last pay certificate in case of transfer employe CMIS Profile Appointment order (in case of newly appointe Statement of fund Proposal in the prescribed 1 Expenditure statement indicating balance BEAMS copy Promotion order and Pay fixation copy (in case)
	4	Additional Fund proposal for promotion/ Trained scale/Sr. Scale/Trained Sr. Scale/ACP/MACP etc.	on or before 15th of every month	 A Forward letter addressed to Chief Finance (Reason for additional fund proposal along with Reason for additional fund proposal along with Last pay certificate in case of transfer employ CMIS Profile Statement of fund Proposal in the prescribed Statement of fund Proposal in the prescribed Expenditure statement indicating balance BEAMS copy Promotion order/ Trained scale/Sr. Scale/Tra order etc. and Pay fixation copy (in case of prorn Scale/Trained Sr. Scale/ACP/MACP etc. employ
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Re-imbursement	on or before 15th of every month	 A Forward letter addressed to Chief Finance A copy of Sanction letter issued by Secretary
ment of every month	on or before 9th of every month	 A Forward letter addressed to Chief Finance (Expenditure statement showing details of exp
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ce Officer by concerned DDO. lary/Commissioner, Education-S. ce Officer by concerned DDO. expenditure of month.

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Name of DDO Assistant **Contact No. DDO Assistant**

	Head of Account	Proposed Fund
Total	Allowance	Basic

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Balance Available

Fund Allocation Expenditure till date Till Date

Total					-	S.
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Name of Zone/School

DETAILED

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DDO Code

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	Allowance	Basic									S		Name	
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Signature of DDO Contact No DDO



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Total	Allowance	Basic

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Signature of DDO Contact No DDO

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