

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

No. 05/01/2018-CFO/DE(S)/PT-1

Imphal, the 07th August, 2025

To

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

Subject: **Duty Certificate for the period from 01-06-2025 to 31-07-2025.**

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, Order No. AO/233/AGT/2014(9)-DE(S) Pt-I dated 19/01/2024 and Order No. AO/233/ATG/2014(9)-DE(S) Pt-II dated 03/07/2025 issued by Directorate of Education(S) in the prescribed format enclosed as **ANNEXURE** for the **period from 01-06-2025 to 31-07-2025 under your jurisdiction to Room No. 48 from 07-08-2025 to 14-08-2025** without fail, failing which no further claim shall be entertained and their fund will not be allotted.

2. Also, the concerned DDOs must **submit Duty Certificate monthly wise from August, 2025 onward to the undersigned on every first week i.e. 1st to 7th of every month.**

3. The concerned DDO must submit the following documents as stated below(If any):

- i) Maternity leave/Earned leave order/application of those teachers who have taken leave.
- ii) Present/transfer(if any) place of posting order/Utilization order for those teachers who are listed in ANNEXURE.

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

H. Pulinkant

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) and 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.	DDO code	Name of the Employee	SIN/EIN	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. Pulimkand

Signature of the Drawing & Disbursing Officer(DDO)
With Seal

Date:

Place:

Contact No.:

Those contract Graduate Teacher(Arts/Science/Hindi) and Contract Hindi Primary Teacher who are failing to submit Duty Certificate during the stipulated time as mention in the letter, their fund will not allocated.

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