

**REMINDER**

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

No.AD(H)/2/ACP(MACP)/2025(3)-DE(S):

Imphal, 25<sup>th</sup> May, 2026

To

The ZEOs and Head of Institution,  
Department of Education(S), Manipur

Subject: - ACRs for the purpose of Financial Upgradation under ACP/MACP Scheme

Sir,

In continuation of this Office Letters of even No. dated 4/9/2025 and 18/11/2025 for the purpose of Financial Upgradation under ACP/MACP Scheme in respect of following employees serving under Department of Education(S) as listed in the enclosed **Annexure**, it is requested to submit ACRs for the period indicated against their names.

Further, the complete filled in ACR format (copy enclosed) of the employee indicating the proper grading and signed by Reporting Officer, Reviewing Officer and Accepting Officer should reached the Office of the undersigned on or before 5/6/2026 without fail.

This is the **last and final call** for the employees listed in the Annexure to submit their ACRs failing which their claim for ACP/MACP will be deferred.

Yours faithfully,

  
(Dangmei Manglem)

**Addl. Director of Education(S/Hills),  
Manipur**

Copy to:

1. P.S. to Director of Education(S), Manipur.
2. Guard File.

## Annexure

Annexure to Letter No.AD(H)/2/ACP(MACP)/2025(3)-DE(S) date 25/5/2026

### List of the Employees to be submitted ACR (Annual Confidential Report) for the purpose of Grant of ACP/MACP under the Department of Education(S), Manipur

Sl. No	Name of Employee and Designation	EIN	Place of Posting, Zone	ACR to be submitted (in years)
1	P. Hemachandra Singh, L.D.C.	053976	Model Hr. Sec. School, Zone-I	2021-22
				2025-26
2	Kh. Sanatomba Singh, OA	067408	ZEO, Zone-I	2025-26
3	Dilli Ram Basnet Chhetry, OA	060412	Hindi Sec. School, Kanglatongbi, Zone-I	2024-25
				2025-26
4	L. Shantibala Devi, Matron	053010	Mayaikoibi PS, Zone-I	2025-26
5	Kh. Premlata Devi, Matron	052648	Ahanthem Tomba Upper P/S, Zone-I	2025-26
6	S. Ingocha Singh, Laboratory Attendant	054933	65 Manipur Girls (I) Coy NCC, Zone-I	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
7	N. Shinna Devi, Multi Tasking Staff	053881	Ramlal Paul Hr.Sec/S, Zone-I	2021-22
				2022-23
				2023-24
				2024-25
8	Konthoujam Rabi Meetei, Laboratory Attendant	080517	Johnstone Hr./Sec/S, Zone-I	2025-26
				2021-22
				2022-23
				2023-24
9	Yumnam Nishida Devi, Laboratory Attendant	080514	Johnstone Hr./Sec/S, Zone-I	2024-25
				2021-22
				2022-23
				2023-24
10	Y. Jogendro Singh , Grade-IV	053736	Johnstone Hr./Sec/S, Zone-I	2025-26
				2021-22
				2022-23
				2023-24
11	Sanahal Soibam, Grade-IV	065291	Ramlal Paul Hr.Sec/S, Zone-I	2024-25
				2021-22
				2022-23
				2023-24
				2025-26
12	N. Nanda Singh, Chowkidar	052479	Thangtek Jr. HS, Zone-I	2024-25
13	Rahimuddin, Chowkidar	057471	Nepra Company Primary School, Zone-I	2025-26
14	Th. Chaibi Devi, Chowkidar	053443	Thangmeiband P/S, Zone-I	2025-26
15	Y. Ingocha Singh, Grade-IV	065289	Hindi Secondary School. (Kanglatongbi), Zone-I	2024-25
				2025-26
16	M. Sureshkumar Meitei, Grade-IV	080513	Hindi Secondary School. (Kanglatongbi), Zone-I	2024-25
				2025-26
17	Irom Bimola Devi, Grade-IV	082914	Z.E.O. Zone-I	2025-26



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Sl. No	Name of Employee and Designation	EIN	Place of Posting, Zone	ACR to be submitted (in years)
18	Tingjahat Vaiphei, Retd LDC.	054960	14 Manipur BN NCC, Zone-I	2015-16
				2016-17
				2017-18
				2018-19
				2019-20
19	Ng. Solendro Singh, Lascar	054934	65 Manipur Girls (I) Coy NCC, Zone-I	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
20	Y. Inaocha Singh, A.I	063867	Z.E.O. Zone-I	2016-17
				2017-18
				2018-19
				2019-20
				2020-21
21	Mangsidam Surendro Singh, Office Assistant	053485	Z.E.O. Zone-I	2025-26
22	W. Rajen Singh, Office Assistant	067415	Thiyam Konjil H/S, Zone-II	2025-26
23	Md. Shahabuddin , Office Assistant	062545	Wangkhei High School, Zone-II	2025-26
24	Th. Damu Singh, L.D.C	054031	S.S. Residential High School, Zone-II	2009-10
				2010-11
				2011-12
				2012-13
				2013-14
25	Y. Ichantombi Devi, Matron	063413	Noor Ali Primary (M), Zone-II	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
26	Kshetrimayum John Singh, Laboratory Attendant	080516	Ananda Singh Hr. Sec. Academy, Zone-II	2025-26
27	Thangjam Ritarani Devi, Grade-IV	084873	Modern Jr. H/S, Zone-II	2025-26
28	Th. Shamu Singh, Grade-IV	065293	ZEO, Zone-II	2023-24
				2024-25
				2025-26
29	Thangja Shangkhu Maring, Chowkidar	063221	Maring Phunal Jr. High School, Zone-II	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
30	T. Rabei Singh, Chowkidar	061936	Top Dusara H/S, Zone-II	2020-21
				2021-22
				2022-23
				2023-24
				2024-25
31	Abdul Gafar, Chowkidar	062942	Khergao P/School, Zone-II	2025-26

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32	S. Malemnganba Meitei, Chowkidar	063836	Yumnam Patlou P/S, Zone-II	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
33	Gam Bahadur Gurung, Grade IV	054118	C.C. Higher Sec. School, Zone-II	2025-26
34	Sh. Surchandra Singh, Office Assistant	057289	Charangpat H/S, Zone-III, Thoubal	2021-22
				2022-23
				2023-24
				2024-25
35	Md. Abdul Malik, LDC	057671	New Ideal H/S, Zone-III, Thoubal	2025-26
36	Sureiya Shahani, Matron	057180	Wangbal Jr. HS, Zone-III	2025-26
37	Th. Renu Devi, Matron	057073	Kshetri Leikai P/S, Zone -III	2025-26
38	Miss Mumtaz Begum, Matron	057036	Leingojil Upper Primary School, Zone-III	2025-26
39	Rahamjan Begum, Matron	057432	Ukhongsang UPS, Zone-III	2025-26
40	Md. Ramijuddin, Chowkidar	057967	Amakcham PS, Zone-III	2025-26
41	O. Raju Singh, Grade-IV	067460	Charangpat H/S, Zone-III, Thoubal	2021-22
				2022-23
				2023-24
				2024-25
42	Th. Kala Singh, Grade-IV	057736	New Ideal H/S, Zone-III, Thoubal	2025-26
43	Md. Siraj Ahamad, Grade IV	054633	Lilong Hr. Sec. Madrassa, Zone-III	2025-26
44	L. Prince Singh, U.D.C.	057007	ZEO, Zone-III, Thoubal	2025-26
45	S. Shakhitombi Devi, U.D.C.	057016	ZEO, Zone-III, Thoubal	2025-26
46	Md. Ajimuddin, Grade-IV	057908	D.I. Lilong	2025-26
47	Minarjan Begum, Matron	055462	Haoreibi Loumanga LP Madrassa D.I Lilong	2025-26
48	Th. Bina Devi, L.D.C	056151	Nambol Hr./Sec, Nambol, Zone-IV	2025-26
49	Th. Subhachandra Singh, Multi Tasking Staff	056339	Ningthoukhong Sadar Patel High School, Zone-IV	2025-26
50	Khoisnam Inaobi Devi, Peon	080522	Canchipur H/S, Wangoi	2021-22
				2022-23
				2023-24
				2024-25
51	L. Irabot Singh, Chowkidar	054817	Wangoi Hr. Sec. School, Wangoi	2025-26
				2014-15
				2015-16
				2016-17
				2017-18
				2018-19

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52	Md. Abdul Sattar, Grade-IV	067409	N.Tomchou Hr./Sec/S, Wangoi	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
53	L. Upen Singh, Chowkidar	055518	Tampha Upper P/S, Wangoi	2024-25
				2025-26
54	E. Biren Singh, Office Assistant	069953	Hiyanglam High School, Wangoi	2025-26
55	L. Madhab Singh, L.D.C.	059465	Borobekra Hr. Sec. School, Jiribam	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
56	Th. Budha Singh, Insp. Stat.	059398	ZEO, Jiribam	2020-21
				2021-22
				2022-23
				2023-24
				2024-25
57	Thongkhanmung, Grade - IV	067475	Singngat Govt. H/S, CCPur	2025-26
58	R. Atepa Kom, Chowkidar	059098	Sagang Hr. Sec. School, CCPur	2025-26
59	L. Warneikhup Kom, Grade - IV	059094	Sagang Hr. Sec. School, CCPur	2025-26
60	S. Anthoni Singh, LDC	059102	Sagang Hr. Sec. School, CCPur	2025-26
61	Ginkhanmung, Chowkidar	059039	Thangkhai Govt. H/S, CCPur	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
62	R.K.Shantibala Devi, U.D.C	056555	Thanlon Hr. Sec. School, CCPur	2013-14
				2014-15
				2015-16
				2016-17
				2017-18
63	St. Kistila Anal, Office Assistant	069054	Maha Union Hr. Sec. School, Chandel	2025-26
64	Limkhopao Baite, Chowkidar	067443	Sita Govt. H/S, Chandel	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
65	Lengouthang Singsit, Office Assistant	060797	Keithelmanbi Govt. H/S, Kangpokpi	2021-22
				2022-23
				2023-24
				2024-25
				2025-26

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Sl. No	Name of Employee and Designation	EIN	Place of Posting, Zone	ACR to be submitted (in years)
66	EL. Pamrei, Chowkidar	062469	Kasom Khullen Hr. Sec. School, Kamjong	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
67	Ng. Phamila, U.D.C	061402	Z.E.O. Kamjong	2020-21
				2021-22
				2022-23
				2023-24
				2024-25
68	P. Dani, Chowkidar	084911	Koide Govt. High School, Ukhurul	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
69	K. Luikai, Peon	061290	Raphei High School, Ukhurul	2020-21
				2021-22
				2022-23
				2023-24
				2024-25
70	R.A. Mathias, Grade - IV	061427	Phadang Hr./Sec School, Ukhurul	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
71	R. Tamreiphy, Grade - IV	061424	Phadang Hr./Sec School, Ukhurul	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
72	R. Ningtherla, Chowkidar	064601	Ngari High School, Senapati	2024-25
				2025-26
73	Nalemang, Chowkidar	059644	Tharon H/S, Tml	2019-20
				2020-21
				2021-22
				2022-23
				2023-24
74	M.Tabiyang, Chowkidar	059601	Nungkao H/S, Tml	2019-20
				2020-21
				2021-22
				2022-23
				2023-24

*(Handwritten signature)*

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75	Panmei Poulot Diang, Grade - IV	067451	Z.E.O, Tml	2025-26
76	Sijamang, Chowkidar	059650	Thingra H/S, Tml.	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
77	Kailamponbou, Chowkidar	059901	Lenglong H/S, Tamlelong	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
78	Ashangbou, Chowkidar	059561	L. Pabram H/S, Tml	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
79	P.Dichamang, Senior Accountant	059675	Z.E.O, Tml	2025-26
80	A. Dijen Singh, OA	052239	Directorate of Education (S) Valley	2025-26
81	N. Lokendro Singh, OA	052358	Directorate of Education (S) Valley	2025-26
82	M. Premkumar Singh, Grade-IV	062542	Directorate of Education (S) Valley	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
83	R.K. Netrasana Devi, Grade-IV	053626	Directorate of Education (S) Valley	2021-22
				2022-23
				2023-24
				2024-25
				2025-26
84	P. Sunitibala Devi, U.D.C	052283	Directorate of Education(S) Hills	2020-21
				2021-22
				2022-23
				2023-24
				2024-25
85	K. Subadani Devi, U.D.C	052230	Directorate of Education (S) Valley	2021-22
				2022-23
				2023-24
				2024-25
				2025-26

**FORM OF ANNUAL CONFIDENTIAL REPORT**

(FOR CLASS I, II, III OFFICER FOR WHICH NO SPECIAL FORM HAS BEEN PRESCRIBED)

Department ..... Year : .....

1. Name : .....
2. Date of birth : ..... EIN.....
3. Scale of pay : .....
4. Date of continued appointment to the post : .....
5. Present post and date of appointment thereof: .....

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**ASSESSMENT OF THE REPORTING OFFICER**

6. Observation of
  - i) Intelligence, keenness and industry .....
  - ii) Physical capacity .....
  - iii) Knowledge of procedure and regulations .....
  - iv) Accuracy and speed in work out-put .....
  - v) Readiness to accept Responsibilities .....
  - vi) Capacity to maintain discipline .....
  - vii) Reliability .....
  - viii) Integrity .....
  - ix) Relations with fellow officer. ....
  - x) Behaviors towards the public .....
  - xi) Tact .....
  - xii) Any other observations on points of special significance (to be specified) in the relation to the work on which employed.
    - (a) .....
    - (b) .....
    - (c) .....
7. Fitness for promotion to the next higher grade .....
8. General assessment of personality character .....
9. Grading (Outstanding, Very good, Good, Fair, Poor) .....

(Signature of the Reporting Officer)  
(Name in block Letters)

**REMARKS OF THE REVIEWING OFFICER**

In recording his remarks the Reviewing Officer should carefully consider and state, whether he accepts the assessments regarding by the Reporting Officer, if he differs from the Reporting Officers in any respect, the should be already stated.

In addition, the Reviewing Officer must give his overall assessment indicating whether in his opinion, the officer should be graded as OUTSTANDING, VERY GOOD, GOOD, FAIR, POOR.

Grading \_\_\_\_\_

Dated \_\_\_\_\_

(Signature of the Reviewing Officer)

Name in Block Letters : \_\_\_\_\_

Designation : \_\_\_\_\_

**REMARKS OF THE NEXT SUPERIOR OFFICER OR HEAD OF THE DEPARTMENT / OFFIC**

Dated \_\_\_\_\_

Signature : .....

Name in Block Letters : .....

Designation : .....

Note :

The substance of an unavoidable report will as a rule be communicated the officer reported either orally or in writing as may be considered appropriate the Reviewing Officer and the fact of such communication noted on this report

In exceptional cases, if the Reviewing Officer feels that communicatio of unavoidable remarks will serve no useful purpose and may only discharge t officer reported on, he should submit the matters for the orders of the ne superior officer unless, the Reviewing Officer himself the Governor.

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