GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)

No. 05/01/2018-CFO/DE(S)/Pt-1 Imphal, the 13th November, 2026

To

All Drawing & Disbursing Officers (DDOs),
Department of Education (S), Manipur.

Subject:- Submission of fund proposal for payment of arrear of Enhanced Scale in respect of 2,386 eligible employees.

Sir/Madam,

With reference to the above cited subject, I am to state that this **Directorate's Order No. 18/3/2013-ED(S) Vol-II dated 10/11/2026** regarding the **grant of Enhanced Scale to 2,386 employees/Teachers** under the Department of Education (S), Manipur has been issued. In this connection, all concerned Drawing & Disbursing Officers (DDOs) are hereby requested to submit fund proposals for drawal of pay/arrears under the Enhanced Scale in respect of the employees under their establishment for the period indicated in the order against their names, from the effective date.

The fund proposal should be submitted in complete shape along with the following documents for necessary action:

1. Statement of Fund Proposal.
2. Statement showing already drawn pay and pay to be drawn after pay fixation.
3. Pay Fixation Statement duly signed by the competent authority/DDO.
4. Xerox copy of Service Book duly attested by concerned DDO.
5. Copy of the Enhanced Scale Order issued by this Directorate of Education (S).
6. Any other supporting documents, if required for verification of eligibility and fixation.

All DDOs are instructed to ensure that proposals are submitted only in respect of eligible employees whose names appear in the approved order/annexure. Pay fixation must be done strictly as per relevant ROPs / Finance Department instructions and the terms of the order. The proposal should be properly checked and verified before submission to avoid delay in release of funds. Any discrepancy found in service particulars, pay drawn, or fixation shall be the responsibility of the concerned DDO.

Further, no arrear/pay relating to the **Enhanced Scale shall be drawn or allowed by the concerned DDO until funds are allocated by the Department for the specific employee**.

You are therefore requested to submit the above proposal to the undersigned i.e. **Room No. 48 on or before 4th December, 2026** for further necessary action.

This may be treated as most urgent.

Yours faithfully,

Sanatombu

(Sanatombi Bachaspatimayum)
Chief Finance Officer
Directorate of Education (S)
Manipur
H. Bachaspatimayum

Copy to:

1. The Director, Directorate of Education (S), Manipur.
2. The Addl. Director of Education (S) Hills/Valley, for information.
3. Guard file / Office copy.