

GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (SCHOOLS)

N O T I F I C A T I O N

Imphal, the 29th December, 2017.

Subject: Digitisation of Service Books for all employees of Education (S) - regarding.


No. AO/267/Service Book/2017(8)-DE(S): It is hereby notified for information to all concerned that the Department of Education (Schools), Government of Manipur is taking up an initiative to digitize and further computerized service books of all the employees in the Department. The process of digitization shall take effect from the 2nd of January, 2018. The initiative is taken up to facilitate the employees from loss of service books and reduce instances of reconstruction of service books, timely settlement of pension for employees on retirement, maintain a regular and uniform updation of service records, check manipulation/tempering of service records, impersonation, etc.

All Head of Offices/Head of Schools shall properly check and update the service books for each employee, in their respective Office/School, about the personal profile/details of the employee, accounts of leave records, the mandatory entries, enclosure of relevant self attested certificates (like transfer orders, appointment orders, orders for promotion, Class X/XII/ Graduation/Master/Ph. D./ D.El.Ed./B.Ed./ M.Ed., etc.) before submission to the Directorate.

All employees shall ensure that the family details as in Form No 3 (Pension Forms), nomination of GPF or NPS in the prescribed format are entered in one of the page of the service book and photos of the employees affixed in the obverse of the cover page of the service book. The Concerned DDO/HoO should authenticate all these entries as per norms.

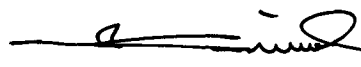
All ZEOs shall ensure that the following points are taken care while submitting service books:

1. Details of the employees like Names, Date of Birth, Address, Parents details, family details, Qualification, Aadhaar No., GPF A/C No., EIN (Employee Identification No) for CPIS/MGeL, PRAN (Permanent Retirement Account Number) for NPS, etc. shall be clearly recorded.
2. Submission of Service Books of all Schools (including Higher Secondary Schools) to the Directorate shall take place only through the respective Offices of the ZEO in order to reduce loss of document, expedite the process and maintain uniformity.
3. Service book(s) of employee(s) posted in a school/Office shall be submitted together and shall be segregated from the service book(s) of other School/Office to reduce mixing up.
4. All service books of all employees except for those retiring on or before 31/12/2018 shall be submitted.
5. Salaries of employees not submitting service books **on or before 10th of March, 2018** to the Directorate through the respective ZEOs shall not be included in the preparation of pay bill of March, 2018 payable in April, 2018.
6. A covering forwarding letter and template shall accompany while submitting the service books of employees posted in School(s)/office(s).
7. The service books in Original (Hard copies) shall not be returned to the employees and would be kept in the Central Records Room of the Directorate. Certified copies/photocopies of the same can be held by the employee(s) themselves on payment of requisite fees after digitization.


(Th. Kirankumar) 29/12/2017
Director, Education (S)
Government of Manipur.

Copy to:

1. The Secretary to the Hon'ble Chief Minister, Manipur.
2. The PPS to the Hon'ble Minister (Education), Manipur.
3. The S.O. to the Chief Secretary, Government of Manipur.
4. The Principal Secretary, Education (S), Government of Manipur.
5. The Principal Secretary (Finance), Government of Manipur.
6. The Accountant General (A&E), Manipur.
7. All the Deputy Commissioner concerned.
8. The SPD, (SSA/RMSA), Manipur.
9. The Joint Secretary (DP), Government of Manipur.
10. The Joint Secy./Deputy Secy., Education (S), Govt. of Manipur.
11. The Director, Local Fund Audit, Manipur.
12. All Officers of Directorate of Education (S), Manipur.
13. The Chief Engineer, Education Engineering Wing, Manipur
14. The AO, Education (S), Manipur. He shall upload the same in the website for the Department www.manipureducation.gov.in
15. All ZEOs concerned.
16. All Principals of Higher Secondary Schools, Manipur.
17. All Head Master/ Head Mistress of High/ Upper Primary/ Primary Schools concerned.
18. The IT Manager, IT Department with a request to upload the same in the State Government website www.manipur.gov.in
19. All Concerned.
20. Relevant file.


(Th. Kirankumar) 29/12/2017
Director, Education (S)
Government of Manipur.