


MANIPUR GAZETTE
सत्यमेव जयते

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 281

Imphal, Friday, November 15, 2013

(Kartika 24, 1935)

No. 7/3/200C-FC
GOVERNMENT OF MANIPUR
FINANCE DEPARTMENT
(FINANCE COMMISSION CELL)

OFFICE MEMORANDUM
Imphal, the 8th November, 2013

Subject : Realisation of electrical energy charges from the salaries of the Government employees

With a view to rationalize realisation of power dues from the employees of the State Government/Public Sector Undertakings/Autonomous Bodies, it has been decided that all Government Departments/Public Sector Undertaking/Autonomous Bodies/DDOs shall comply with the following :

- (i) All employees under the State Government/Public Sector Undertaking/Autonomous Bodies should obtain "No Due Certificate" from the competent authority of the Electricity Department, Manipur. For different Departments of the State Government/Public Sector Undertakings/Autonomous Bodies, this certificate shall be issued by Electricity Dept. twice in a year as indicated in Annexure-I.
- (ii) Electricity Department shall circulate the specimen signatures of the competent authority viz. Executive Engineers (Elect) of Revenue Divisions to all the HODs and Treasury Officers. As and when there is a change in the incumbents, Electricity Department shall immediately intimate the names and the specimen signatures of the new officers to all the HODs and Treasury Officers.
- (iii) All concerned Officers of the Electricity Department; Manipur should issue "No Due Certificate" in time.
- (iv) In respect of employees availing the pre-paid facility, the concerned division of the Electricity Department shall certify that the employee(s) concerned is availing the pre-paid facility and submission of no-due certificate is not required.
- (v) All DDOs shall prepare pay bills of the employees including Contract/Ad-hoc/Work Charged employees under their control only after production of valid "No Due Certificate" enclosed as Annexure-II.
- (vi) All DDOs should certify stating that pay bills including bills for payment of salary to Contract/Ad-hoc/Work Charged employees have been prepared only for the employees who have produced "No Due Certificate" while submitting to the concerned Treasury Officers.

(vii) All Treasury Officers should pass only pay bills including bills for payment of salary to Contract/Ad-hoc/Work Charged Employees accompanied with the above certificate of concerned DDO.

2. This is issued in consultation with the Power Department.

3. This Office memorandum will supersede O.M. No. 8/2/98-Power (Pt) dated 24-3-2000 and will take immediate effect.

Sd/-
R. R. RASHMI,
Addl. Chief Secretary/Finance
Government of Manipur.

Sl. No.	Department/Public Sector undertaking/ Autonomous Bodies	Months on which the Electricity Dept. shall issue “ No Due Certificate” for the preceding 6 months and the Treasury Officer shall verify the production of No Due Certificate while passing the salary bills prepared by the concerned DDOs.	
1	Home Department	January	July
2	Education Department	February	August
3	Autonomous Dist. Councils	May	November
4	Others	June	December

**GOVERNMENT OF MANIPUR
OFFICE OF THE EXECUTIVE ENGINEER**

ELECTRICITY DEPARTMENT

NO DUE CERTIFICATE
(In respect of Electricity Consumption Charges)

1. Certified _____ that _____ Shri/Smt/Kumari
_____ (Designation)
_____ of the Office of the _____
Department, is enjoying/not enjoying electricity at his/her premises under Consumer Registered No.
_____ in the name of _____ Shri/Smt/Kumari
_____ of
_____ Leikai, _____ (of the person or
his/her relative under the same household).
2. Certified that the last Electricity Bill No _____ dated ____/____/____ was raised
against the consumer for an amount of Rs. _____ (Arrears + current monthly
bill). The consumer paid Rs. _____ vide T.R. No. _____ dated
_____ and there is no outstanding due recoverable from the said employee on account
of Electricity Consumption Charges ending July/January of the year 2013.
3. This Certificate is valid for six months only from the date of issue.

Place : _____
Date of Issue : _____

Prepared by:

Issued by

Signature of Assistant Engineer
Office Seal

Executive Engineer
Office Seal

**PROFORMA FOR IDENTIFICATION OF EMPLOYEES CONSUMING ELECTRICITY
NAME OF DEPARTMENTS:**

NAME OF THE EMPLOYEE WITH HOUSE NO.: _____
NAME OF HUSBAND/FATHER : _____
DESIGNATION : _____
REGULAR/AD-HOC : _____
PLACE OF PRESENT POSTING : _____
PERMANENT ADDRESS : _____
NAME OF CONSUMER WITH HOUSE NO.: _____
CONSUMER NO. : _____
LOCATION : _____
RELATION : _____
NAME OF SUB – DIVISION PREPARING/ISSUING ELECT. BILL : _____
WHETHER THE RELATIVE IS STAYING IN THE SAME HOUSE,
IF SO, IT IS TO BE CERTIFIED BY A GAZETTE OFFICER: _____