

**GOVERNMENT OF MANIPUR  
STATE ACADEMY OF TRAINING  
MANIPUR**

**NOTIFICATION**

Imphal, the 24<sup>th</sup> January, 2025.

No. TNG-6/1/2025-SAT-SAT: It is hereby notified to all eligible Group-C employees of the Government of Manipur to nominate themselves for the 3-months 89<sup>th</sup> Batch State Accounts Training through the concerned Head of Department in the prescribed Nomination Forms (enclosed as Annexure-I and Annexure-II) latest by 4.30 PM of 26/2/2025.

**Terms & Condition:**

- I. Only regular Group-C Ministerial employees of the Government of Manipur may be nominated for the State Accounts Training ; or other than Group-C employees whose Recruitment Rules specifically mentions passing of State Accounts Training as one of the criteria for promotion.
  - II. **Qualifying Service:** Group-C Ministerial employees of the Government of Manipur who have completed at least 2 years of regular service as on 26<sup>th</sup> February, 2025.
  - III. **Additional qualification required:** Applicants should have passed the Office Procedure Examination conducted by the State Academy of Training.
  - IV. **Special condition:** Female candidates whose maternity leave is likely to fall during the training period need not apply as their candidature will be rejected.
  - V. Candidates shall fill Annexure-I and submit the same with relevant documents to Head of Department; Heads of Departments shall submit a consolidated one-time nomination for all candidates of the Department in order of priority as per Annexure-II.
2. Further details such as prescribed nomination Form and Syllabus of the Training etc. may be downloaded from [www.satmanipur.nic.in](http://www.satmanipur.nic.in)
  3. Shri N. Nimai Singh, i/c Deputy Director, State Academy of Training, whose Contact No. is 8415907226, may be coordinated for any further query.

*Sd/-*


Director General,  
State Academy of Training, Manipur

Imphal, the 24<sup>th</sup> January, 2025

Memo No. TNG-6/1/2025-SAT-SAT

Copy to:-

1. Secretary to Chief Minister, Manipur.
2. Staff Officer to Chief Secretary, Government of Manipur.
3. All Administrative Secretaries, Government of Manipur.
4. All Heads of Departments, Government of Manipur.
5. All Deputy Commissioners, Government of Manipur.
6. Under Secretary(AR), Govt. of Manipur.
7. The Director (DIPR), with request to publish the above Notification for 2(two) alternative days to the local daily newspaper, Sangai Express(English)/ Poknapham.
8. Notice Board/Guard File.

  
**Md.S. Daulat Khan)**  
Additional Director,  
State Academy of Training, Manipur

**NOMINATION FORM**  
**(89<sup>TH</sup> BATCH STATE ACCOUNTS TRAINING)**

1. Name of Candidate : .....  
(in capital letter)
2. EIN : .....
3. Date of Appointment : .....
4. Present post held on : .....  
substantive basis
5. Present place of posting : .....
6. Educational qualification : .....
7. Date of passing O.P. with : .....  
Order No. & date  
(DD/MM/YYYY)
8. Mobile No. : .....

**NOTES:**

- (i) All fields above are MANDATORY; nominations which has over-writing will be rejected.
- (ii) Only regular Group "C" Ministerial employees of Government of Manipur are to be nominated.
- (iii) Duly self-attested photocopies of 1. Service ID Card; 2. Certificate of Educational Qualification; 3. Appointment Order; 4. Result Sheet of Office Procedure Examination; and 5. 3 passport Size photograph are to be enclosed.

**Signature of Candidate with Date**

I certify that the statement given by Shri/Smt/Km .....  
..... is true the best of my knowledge.

**Signature of DDO/HoO  
With Official Seal & date**

Annexure-II Notification No. TNG-6/1/2025-SAT-SAT dated 24<sup>th</sup> January,2025

**STATE ACADEMY OF TRAINING**

**FORMAT OF NOMINATION : 89<sup>th</sup> Batch State Accounts Training (to be filled and submitted by concern Head of Department)**

Sl. No.	Name (as per Service Records)	Educational Qualification	Present post held on Substantive basis	Date of appointment (DD/MM/YYYY)	Present place of posting	Date of passing O.P. with order No. & date (DD/MM/YYYY)	Mobile No.
1.							
2.							
3.							
4.							
5.							
6.							
7.							

**NOTES**

- A. All details above are MANDATORY and are to be typed; nominations which are handwritten or has over-writing will be rejected
- B. Only regular Group "C" Ministerial Employees of Government of Manipur are to be nominated.
- C. Heads of Departments shall submit a consolidated one-time nomination in order of priority-with Sl.No. 1 being Top Priority and so on; Subsequent nominations shall not be accepted.

Signature of Head of Department/Authorised Officer  
With Official Seal and Date