

Computerisation of Personnel Information System (CPIS)  
for Government of Manipur  
(formerly Manipur Government Employees List -MGEL)

**Form No: CPIS – 5 A**

(Deputation to Departments within Government of Manipur)

Sl. No	Particulars	To be filled in
<b>Information before Deputation</b>		
1	EIN (Employee Identification Number)	
2	Name (in Block Letters)	
3	Sex ( F/M)	
4	Designation	
5	Department	
6	Pay Scale	
7	Basic Pay	
8	Place of Posting (Office)	
9	DDO Code (7 digit Code)	
<b>After Deputation</b>		
10	Department	
11	Place of Posting (Office)	
12	District (Office Location)	
13	Designation	
14	Pay scale	
15	Basic pay	
16	DDO Code (7 digit code)	
17	Head of Account (15 digit Code)	
18	Deputation Order No.	
19	Date of Deputation Order (DD/MM/YYYY)	
20	Date of Joining (DD/MM/YYYY)	

Note 1: Strike out the fields which are not applicable

Note 2: Use A4 size JK bond paper

Note 3: Fields are to be computer typed neatly

**Signature**

Name of the Authorised Signatory:  
(in Block letters)

Designation:

EIN:

Date:

Seal

To,

The Officer in-Charge (CPIS, formerly MGEL)  
The National Informatics Centre  
Room No. 79, New Secretariat  
Minister's Block, Ground Floor  
Imphal – 795001