

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

Form No: CPIS – 4
(New Recruits)

| Sl. No | Particulars | To be filled in |
|--------|-------------------------------------|-----------------|
| 1 | Name (in Block Letters) | |
| 2 | Gender | |
| 3 | Father's Name | |
| 4 | Date of Birth (DD/MM/YYYY) | |
| 5 | Department | |
| 6 | Designation | |
| 7 | Date of Joining (DD/MM/YYYY) | |
| 8 | Pay Scale | |
| 9 | Basic Pay | |
| 10 | Special pay (if any) | |
| 11 | Place of Posting (Office) | |
| 12 | District Name (Office Location) | |
| 13 | DDO Code (7 digit Code) | |
| 14 | Head of Account (15 digit Code) | |
| 15 | Post Type(Temporary/Permanent) | |
| 16 | Appointment order No. | |
| 17 | Appointment order date (DD/MM/YYYY) | |

Note 1: All fields are mandatory
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

EIN:

(to be given by NIC)