

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

Form No: CPIS – 3
(Termination from Service)

Sl. No	Particulars	To be filled in
1	EIN (Employee Identification Number)	
2	Name (in Block Letters)	
3	Designation	
4	Department	
5	Pay Scale	
6	Basic Pay	
7	Present Place of Posting (Office)	
8	DDO Code (7 digit Code)	
After Termination		
9	Termination Order No.	
10	Termination Order Date (DD/MM/YYYY)	
11	Effective date of termination (DD/MM/YYYY)	
12	Reason for termination (Supernuation/ Death/Resignation/Punishment/Others)	

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