

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

**Form No: CPIS – 2 A**  
**(Promotion without transfer)**

Sl. No	Particulars	To be filled in
1	EIN (Employee Identification Number)	
2	Name in Block Letters	
3	Designation	
4	Department	
5	Present Place of Posting (Office)	
6	DDO Code (7 digit Code)	
After promotion		
7	New Designation	
8	New Pay scale	
9	New Basic pay	
10	New Head of Account (15 digit Code)	
11	Promotion Order No	
12	Promotion Order Date (DD/MM/YYYY)	
13	Date of Joining to new Post (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