

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

Form No: CPIS – 1 A
(Transfer & Posting within the Department)

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 transfer		
7	New Designation	
8	New DDO Code (7 digit Code)	
9	New Head of Account (15 digit Code)	
10	New place of Posting (Office)	
11	District Name (Office Location)	
12	Transfer Order No.	
13	Transfer Order Date (DD/MM/YYYY)	
14	Date of Joining (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