

Computerisation of Personnel Information System (CPIS)  
for Government of Manipur

Recent  
Colour  
Passport Size  
Photograph

**Form No: CPIS – 4(1A)**  
(For allotment of SIN)

| Sl. No | Particulars  | To be filled in |
|--------|--|-----------------|
| 1.     | Name (in Block Letters)<br>(with Shri/Smt/Miss/Md/Mr/Mrs/MV)       |                 |
| 2.     | Father's Name  |                 |
| 3.     | Gender   |                 |
| 4.     | Date of Birth (DD/MM/YYYY)   |                 |
| 5.     | Ministry   |                 |
| 6.     | Department   |                 |
| 7.     | Place of Posting (Office Name)                                     |                 |
| 8.     | Designation/Engaged as   |                 |
| 9.     | Engagement Type<br>(WC/MR/Casual/Contract/GIA/VDF/HG)              |                 |
| 10.    | Pay Band/Grade Pay (if applicable)                                 |                 |
| 11.    | Basic Pay (if applicable)  |                 |
| 12.    | Remuneration (if applicable)                                       |                 |
| 13.    | DDO Code (7 digit Code) (if applicable)                            |                 |
| 14.    | District   |                 |
| 15.    | Date of Joining in Service/Since when<br>engaged to the Department |                 |
| 16.    | Head of Account (15 digit Code) (if applicable)                    |                 |
| 17.    | Appointment/Engagement Order No.                                   |                 |
| 18.    | Appointment/Engagement Order date.<br>(DD/MM/YYYY)                 |                 |
| 19.    | Period of Engagement (if applicable)                               |                 |

Note 1: Use A4 size paper

Note 2: Fields are to be computer typed neatly

Note 3: Enclose all relevant documents (Appointment/Engagement Order, Educational certificate, Posting Order, Joining report etc.)

**Signature**

Name of the Nodal Officer (CPIS):

(in Block letters)

Designation:

EIN:

Date:

Seal

To,

The Director  
Directorate of Management Information System,  
Finance Department,  
3<sup>rd</sup> floor, North Block, New Secretariat  
Imphal – 795001

**SIN:**

(to be given by DMIS)