

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) (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 (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 engaged to the Department	
16	Head of Account (15 digit Code) (if applicable)	
17	Appointment/Engagement Order No.	
18	Appointment/Engagement Order date. (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,
3rd floor, North Block, New Secretariat
Imphal - 795001

SIN:

(to be given by DMIS)