

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

Form No: CPIS – 7
(Correction of Employee detail)

EIN (Employee Identification Number):

Department Name:

Sl. No	Particulars	Present entry	To be corrected as	Reason
1	Name (in Block Letters)			
2	Father Name			
3	Sex (M/F)			
4	Designation			
5	Present Posting Place			
6	District Name			
7	Date. of Birth (DD/MM/YYYY)			
8	Date. of Joining in Service (DD/MM/YYYY)			
9	Date. of Joining in Present Post (DD/MM/YYYY)			
10	Post Type (Temp/Perm)			
11	Pay Scale			
12	Present Basic Pay			
13	Special Pay Allowance			
14	DDO Code (7 digit Code)			
15	Head of Account (15 digit)			
16	Working Status (Working/Expired/Retired/Deputation/)			

Note 1: Strike out wherever not applicable

Note 2: Use A4 size JK bond paper

Note 3: Fields are to be computer typed neatly

Note 4: Designation to be filled in Substantive Post

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