

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

Form No: CPIS – 2 B
(Promotion with 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 Place of Posting (Office)	
11	District(Office Location)	
12	New DDO Code (7 digit code)	
13	New Head of Account (15 digit Code)	
14	Promotion Order No.	
15	Promotion Order Date (DD/MM/YYYY)	
16	Date of Assumption charge (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