**Centralised Management Information System (CMIS)**

**Government of Manipur**

(Formerly Manipur Government Employees List-MGEL/CPIS)

**Form No: CMIS -8 (New)**

**(NEW RECRUITS)**

|  |  |  |
| --- | --- | --- |
| **SI.****No.**  | **Particulars** | **To be filled in** |
| 1 | Name (in Block Letters)(with Shri/Smt/Kum/Mr/Mrs/Miss |  |
| 2 | Gender |  |
| 3 | Father's Name |  |
| 4 | Date of Birth (DD/MM/YYYY) |  |
| 5 | Department |  |
| 6 | Designation |  |
| 7 | Date of Joining (DD/MM/YYYY) |  |
| 8 | Pay Scale |  |
| 9 | Basic Pay |  |
| 10 | Special pay (if any) |  |
| 11 | Place of Posting (Office) |  |
| 12 | District Name (Office Location) |  |
| 13 | DDO Code (7 digit Code) |  |
| 14 | Head of Account (15 Digit Code) |  |
| 15 | Post Type (Temporary/Permanent) |  |
| 16 | Appointment Order No. |  |
| 17 | Appointment Order date (DD/MM/YYYY) |  |
| **Previous Employment Details if any** |
| 18 | Previous EIN |  |
| 19 | Termination Order No. |  |
| 20 | Termination Order date (DD/MM/YYYY) |  |
| 21 | Effective date of termination (DD/MM/YYYY) |  |
| 22 | Reason for Termination |  |

Note 1: All fields are mandatory

Note 2: Use A4 size JK Bond paper

Note 3: Fields are to be computer typed neatly

Note 4: Enclose relevant documents

 Signature

 Name of the Nodal officer (CMIS):

 (in Block letters)

Designation:

EIN:

Date

Seal

To,

The Special Officer

Directorate of MIS

**EIN:**

Room No. 307,308,309

3rd floor, North Block, New Secretariat

Imphal-795001 (to be given by MIS)