

UNIVERSITY OF JAMMU

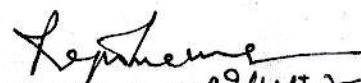
CIRCULAR

SOP for uploading of employees data on CPIS

In continuation to order No.Estab/22/22314-57 dated 05.12.2022 the following Standard Operating Procedure is hereby approved for completing the assignment in a time bound manner

1. Each Department / Section shall designate one or more employees who shall fill the forms to be uploaded on CPIS (enclosed as Annexure) and submit the hard copies of the Forms authenticated by the Establishment / Teaching wing / Salary / Advances / concerned Section.
2. As any correction in CPIS data is a lengthy process, which is to be routed through Administrative Department to NIC, it is advised that while uploading the information received in hard copies on portal, the concerned employee can, if he/she so desires, visit the team uploading the information for which the concerned Department / Section shall be intimated well in advance, so as to verify and ensure that the details submitted on CPIS portal are correct, before final submission of the details.

No: Estab/22/ 22514-613
Dated: 05/12/2022
Copy to:-


REGISTRAR 02/11/22
809 ✓

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Dean Research Studies/ Dean Academic Affairs /Dean Planning & Development for information please.
3. Registrar/ Controller of Examinations/CDC/DDE/DIQA for information please.
4. All Rectors / Directors of the Offsite Campuses of the University
5. All Heads/Directors of the Teaching Departments of the University for designating an official of concerned Department to submit the hard copies of CPIS forms of employees of concerned Department
6. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
7. I/c Administrator, General Zorawar Singh Auditorium
8. Joint Registrar (Finance)/ Joint Registrar (CDC)/ Joint Registrar (Examinations)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator (NSS)
11. All Wardens of University Hostels
12. All Dy. Registrars/SE/EXEN/ I/c Media Cell / Manager Guest House
13. Medical Officer, University Health Centre
14. Chief Account Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File
18. Manager Guest House
19. President, JUNTEU & JUNGEU
20. Guard File

**Government of Jammu and Kashmir
Employee Personal Information**

Form-2

Joining Details		Order No.
Date of Appointment		Initial Joining Office
Initial Joining Department		Initial Designation
Date of Joining		Initial Grade Pay *
Pay Band of Initial Post *		Permanent/Temporary Employee
Initial Basic Pay *		Gaz./ Non-Gaz./ Class IV
Employee initial cadre		* optional fields
State/Div./Distt		
Present DDO Code*		
Salary Details		PAN No.
Current Pay Band		Basic Pay
Grade Pay		GPF/ PRAN No.
Personal/Special Pay		Deduction Type
Dearness Allowance/ Dearness Pay/COLA		GPF/CPF(NPS)
YES/NO		GIS/SLI Member
Non-practicing Allowance(NPA) YES/NO		YES/NO
Charge Allowance YES/NO		GIS/SLI Number -
City Compensatory Allowance YES/NO		Defined Contributory Pension - 10% Employer's Share for NPS
Medical Allowance YES/NO		2 ½ days Pay YES/NO
Temporary Move Allowance YES/NO		Pocket Money YES/NO
House Rent Allowance YES/NO		Settlement Allowance
Risk Allowance YES/NO		Fixed T.A.
Border Allowance/ Compensatory Allowance YES/NO		Record Allowance
Ration Money Allowance YES/NO		Special Duty Allowance
Hardship Allowance YES/NO		Any Other Allowance
Kit Maintenance Allowance YES/NO		
Conveyance Allowance YES/NO		Total Salary(including Allowances)
Name of Salary Bank Branch		Saving A/c No.

Entitlement of Pension (Defined benefit/NPS)	
Contribution to NPS(Employer + Employee) :	
Accumulations under NPS (Including earnings from investment of Contribution):	

Leave Details

Accumulations of Earned Leave	AS on Date		
	Total number of days EL accumulated		
Period of EL availed (Recently) - From:			To:
Number of times Maternity Leave availed:			
Accumulations of Half Pay Leave	AS on Date		
	Total number of days accumulated		
Period of HPL availed (Recently) - From:			To:
Period of Suspension (if any)			
Major Penalty*imposed, if any			
Monthly Income of Parents from all sources			

Signature of Employee

Dated

Signature of concerned Clerk

Dated

Signature of concerned Head/Officer

Dated

**Government of Jammu and Kashmir
Employee Personal Information**

Form-3

Employee office details			
Current Designation		Current Post	
Current Cadre: State/ Div./ District		Current office	
Present address		Permanent address	
House No/ Street No		House No/ Street No	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Tehsil		Tehsil	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	

Mobile No.		Email address	
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Whether Govt. accommodation allotted in Jammu/Srinagar :	
Details of accommodation, if hired(Y/N)	

Signature of Employee

Dated

Signature of concerned Clerk

Dated

Signature of concerned Head/Officer

Dated

**Government of Jammu and Kashmir
Employee Personal Information**

Form - 4

Educational Detail				
ACADEMIC QUALIFICATION				
Degree/Diploma	Name of Board/ University	Marks Obtained (In %)	Year of Passing	Grade
TECHNICAL QUALIFICATION				
Degree/Diploma	Name of Board/ University	Marks Obtained (In %)	Year of Passing	Grade
PROFESSIONAL QUALIFICATION				
Degree/Diploma	Name of Board/ University	Marks Obtained (In %)	Year of Passing	Grade
Specialized Training, if any				
Refresher/Training Course attended during service, if any				

Signature of Employee

Signature of concerned Clerk

Signature of concerned Head/Officer

Dated

Dated

Dated

**Government of Jammu and Kashmir
Employee Personal Information**

Form-5

Promotion Details			
Date of Promotion	Name of the office	Designation	Govt. Order No./ Date

Signature of Employee

Dated

Signature of concerned Clerk

Dated

Signature of concerned Head/Officer

Dated

**Government of Jammu and Kashmir
Employee Personal Information**

Form - 6

Posting Details

	Name of the office	Designation	Tenure of Postings	
			From	To
Initial appointment				
02 nd posting				
03 rd posting				
04 th posting				
05 th posting				
06 th posting				
07 th posting				
08 th posting				
09 th posting				
10 th posting				
11 th posting				
12 th posting				
13 th posting				
14 th posting				
15 th posting				
16 th posting				
17 th posting				

Signature of Employee

Signature of concerned Clerk

Signature of concerned Head/Officer

Dated

Dated

Dated

**Government of Jammu and Kashmir
Employee Personal Information**

Form - 7

Nomination Details (GPF)			
Name of Nominee(s)	Relationship with employee	Date of Birth of Nominee	Share of amount (%)

Nomination Details (Gratuity)			
Name of Nominee(s)	Relationship with employee	Date of Birth of nominee	Share of amount (%)

Group Insurance/SLI Nominee Details			
Name of Nominee(s)	Relationship with employee	Date of Birth of nominee	Share of amount (%)

Nominee Details (Family Pension)		
Name of Nominee(s)	Relationship with employee	Date of Birth of nominee

Declaration by the prospective employee
 The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

**Signature of Employee
Dated**

Signature of concerned Clerk

Signature of concerned Head/Officer

Dated

Dated