

UNIVERSITY OF JAMMU

CIRCULAR

(MOST URGENT)

Subject:- Uploading of employees data on CPIS portal

The Government of J&K Finance Department, Civil Secretariat vide O.M No. FD-BDGTOD-8/54/2021-03FD-Part(1)-(67101) dated 03-01-2023 has issued directions for authorization to release 100% funds within BE 2022-23 or reduced RE 2022-23 through BEAMS only after full-implementation of e-HRMS and CPIS data(Annexure-I).

Earlier a circular vide no. FD-BDGTOD/19/2022-03 Finance Department Dated 07-11-2022 (Annexure-II) was issued for uploading of employees data (including Teachers/Officers/Officials) data on CPIS portal in respect of employees working on substantive posts where it has also been mentioned that the budgetary support/GIA required for drawing salaries for last quarter shall not be released unless all the employees of autonomous bodies and corporations are registered on the CPIS portal. A circular regarding same was earlier issued vide No. Estab/22/22314-57 dated 05-12-2022 by the University where it was clearly mentioned that *salary of only those employees shall be disbursed from treasury (through Treasury Net Software) whose data is uploaded on CPIS portal.*

It is, therefore, urged that last date for submitting CPIS forms (complete in all aspects) to the concerned teams (Annexure-III) at Computer Lab of General Zorawar Singh Auditorium (3rd floor) after verifying it from Establishment section, G.P section & Accounts section shall be 25-01-2023.

After the last date, the University shall not be in position to entertain any such request for uploading the data on CPIS portal and the salary of all such employees may be withheld for want of requisite information on CPIS portal.

Mandatory copies of documents required to be submit along with the CPIS form:-

1. PAN card
2. Aadhar Card
3. Passport color Photo
4. Initial Appointment order
5. Promotion/Deputation orders
6. First four pages of Service Book
7. Salary Statement
8. Family Detail Form

No. Estab/23/ 25413-512
Dated: 04-01-2023
Copy to:-

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
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

Mastotia
REGISTRAR
[Signature]



Government of Jammu and Kashmir
Finance Department, Civil Secretariat
Jammu/Srinagar
(Budget Division)

OM No:FD-BDGTOD-8/54/2021-03FD-Part(I)-(67101).

Dated: 03-01-2023.

Subject:- Authorization to the release of further funds under Revenue Component for the financial year 2022-23.

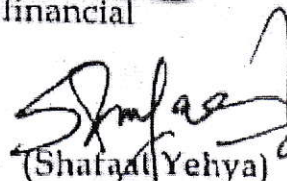
In continuation to the Government Order No. 98-F of 2022, dated 31.03.2022, O.M No. FD-BDGTOD/27/2021-03- FINANCE DEPARTMENT dated: 22.09.2022, OM of even No. dated: 07.11.2022 and OM No. FD-BDGTOD/21/2021-03-FD-(46316) dated 28-12-2022, Finance Department conveys authorization to the release of 100% funds within BE 2022-23 or reduced RE 2022-23 through BEAMS under Revenue Component in respect of the following detailed heads:-

- (i) 001-Salaries.
- (ii) 364-Wages (Outsourcing).
- (iii) 641- Pensionery Charges.
- (iv) 670- Leave Encashment.

The utilization of funds shall be subject to the detailed conditions as stipulated vide Government Order No. 98-F of 2022, dated 31.03.2022.

Besides the authorization of funds shall be subject to the following conditions:-

- (i) Full implementation of e-HRMS and CPIS data thereof.
- (ii) There shall be due diligence in ensuring financial discipline while utilization of funds.


 (Shafiq Yehya) 03/01/23
 Joint Director Budget
 Finance Department.

All Administrative Secretaries.

Government of Jammu & Kashmir
Finance Department, Civil Secretariat.
Srinagar/Jammu.
(Budget Division).

Annexure-2

C I R C U L A R

Subject:- Drawal of salary in respect of all the Corporations and Autonomous Bodies through JKPaysys.

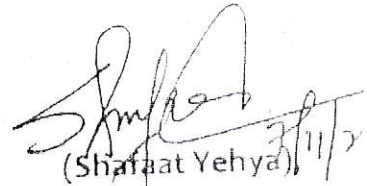
1) The Salary of all the Government Employees in the UT of J&K is linked with the CPIS data. In order to link the Salary of employees working in Autonomous Bodies and Corporations with the CPIS number, all the Drawing & Disbursing Officers of the Autonomous Bodies and Corporations need to create DDO login on the CPIS Portal for registering all the employees of Autonomous Bodies and Corporations on CPIS platform.

2) It is accordingly enjoined upon all the Drawing & disbursing Officers to ensure uploading of employees data of respective Autonomous Bodies and Corporations working on substantive posts on the CPIS Portal by the end of 30th November, 2022. The CPIS data of employees borne on schemes posts which are co-terminous with the scheme and borne on internal resources shall not be generated by the respective Drawing and Disbursing Officers.

3) The budgetary support/ GIA required for drawing salaries for last quarter shall not be released unless all the employees of Autonomous Bodies and Corporations are registered on the CPIS Portal.

4) The Director Finance(s)/FA&CAOs of all the Departments shall ensure strict compliance of the circular instructions.

5) This issues with the approval of the competent authority.


(Shafiq Yehya)

Joint Director (Bgt.),
Finance Department.

UO. FD-BDGT0GEN/19/2022-03-FINANCE DEPARTMENT. Dated:- 07-11-2022.

Copy to the:-

1. Ld. Advocate General, J&K High Court, Srinagar/ Jammu.
2. All Financial Commissioners.
3. Director General of Police, J&K.
4. Principal Accountant General (A&E), J&K, Jammu & Kashmir.
5. Principal Resident Commissioner, 5-Prithvi Raj Road, New Delhi.
6. All Principal Secretaries to the Government.

7. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
8. Joint Secretary (J&K), Ministry of Home Affairs, Government of India, New Delhi.
9. All Commissioner/ Secretaries to the Government.
10. Chief Electoral Officer, J&K.
11. Director General, J&K, Institute of Management, Public Administration and Rural Development.
12. Divisional Commissioner Kashmir/Jammu.
13. Chairperson, J&K Special Tribunal.
14. Registrar General, J&K High Court, Srinagar/ Jammu.
15. Director Anti Corruption Bureau, J&K.
16. Director General, Audit & Inspection/ Budget/Accounts & Treasuries/ Fund Organization/Codes/Local Fund Audit and Pension.
17. Director General Development Expenditure Division-II, Finance Department.
18. All Heads of Departments/ Managing Directors/ Chief Executive Officers of State PSU's Autonomous Bodies.
19. All District Development Commissioners.
20. Director Information, J&K.
21. Director Archives, Archeology and Museums, J&K.
22. Secretary, J&K Public Service Commission.
23. Secretary, J&K Legislative Assembly.
24. Director Estates, J&K.
25. Director Development Expenditure Division-I, Finance Department.
26. Director, Accounts & Treasuries, Kashmir/ Jammu.
27. Director/Principal, Northern Accountancy Training Institute Jammu.
28. All Director Finance(s)/ Financial Advisors & CAOs.
29. All Director(s) Planning/Joint Directors Planning.
30. SIO, NIC, Civil Secretariat, J&K.
31. Principal, Accountancy Training Institute Srinagar.
32. Joint Director(s) Funds Organization, Srinagar/Jammu.
33. All Treasury Officers.
34. General Manager, Government Press Srinagar/Jammu.
35. Private Secretary to Hon'ble Lieutenant Governor, J&K.
36. Private Secretary to Advisor(B) to the Hon'ble Lieutenant Governor, J&K.
37. Private Secretary to the Chief Secretary, J&K.
38. Private Secretary to the Financial Commissioner (Additional Chief Secretary), Finance Department.
39. All Officers/ AAOs/Section Officers of Finance Department.
40. I/C Website, Finance Department (www.jakfinance.nic.in).
41. I/C Website, General Administration Department (www.jkgad.nic.in).
42. Government Order file(W2scs).

UNIVERSITY OF JAMMU
ORDER

Uploading of employees data on CPIS

The Government of J&K Finance Department, Civil Secretariat vide Circular No. FD-BDGTGEN/19/2022-03 Finance Department Dated 07.11.2022 (Annexure-I) has issued directions for uploading of employees data (including Teachers/Officers/Officials) data on CPIS Portal in respect of employees working on substantive posts. In the circular under reference, it has also been mentioned that the budgetary support/ GIA required for drawing salaries for last quarter shall not be released unless all the employees of Autonomous Bodies and Corporations are registered on the CPIS Portal.

Accordingly, a team of following employees is hereby constituted with Departments / Sections assigned as mentioned against each which shall be responsible for uploading of employees data on CPIS Portal

The following team under the Convenorship of Dr. Neeraj Sharma, Spl. Secretary to Vice-Chancellor and Sh. Nagesh Jamwal, Chief Accounts Officer shall work daily from 11 a.m to 2 p.m in addition to their duties on the assignment related to updating employees data on CPIS portal :-

| S.No | Team | Members | Department/Section Assigned |
|------|----------|--|-----------------------------|
| 1 | Team-1 | 1. Nidhi Vaid (N-1582), CDC 2. Archana Sharma (N-1585), Computer Wing/Exam 3. Vinod Kumar Parihar (N-1518)(Centre for IT) 4. Jatinder Kour (N-2053) (RUSA) | Annexure -II |
| 2 | Team - 2 | 1. Anil Kumar Dubey, (N-1584), EDP 2. Satinder Jamwal, (N-1588), Budget 3. Daleep Bhat, (N-1586), Grants 4. Parvinder Singh, (N-2266), Income Tax | Annexure -II |
| 3 | Team-3 | 1. Arun Mahajan,(N-2236), Cash Section 2. Gourav Sahi,(N-2231), Establishment 3. Sumeet Nargotra, (N-2237), Computer Centre 4. Sourav Chalotra, (N-2217), Establishment | Annexure -II |
| 4 | Team-4 | 1. Ajay Kumar, N-2240), Computer Centre 2. Nipun Kohli, (N-2235), Adm TW 3. Vinod Bali, (N-2234), DIQA 4. Abhimanyu Sharma, (N-2232), GeM | Annexure -II |

Further, In addition to these members, following officials shall be engaged for providing of employees' information required for CPIS portal:-

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02/12/22

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For Teachers / Officers

1. Rajesh Kumar (Adm TW)
2. Vineet Kumar (Adm TW)

For Non Teaching

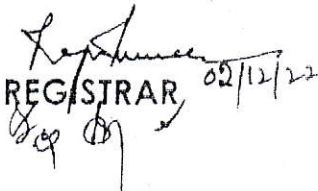
1. For Officers / Ministerial / Secretarial / Non-Gazetted employees
 - a. Nidhi Sharma (Adm NTW)
 - b. Rajesh Kumar Sharma (Adm NTW)
2. For Technical / Isolated / Non Gazetted employees
 - a. Devender Singh (Adm NTW)
 - b. Dushyant Kumar Raina (Adm NTW)
3. For Assistants / Helpers / IMFA Employees
 - a. Tarun Sharma (Adm NTW)
 - b. Sourav Chalotra (Adm NTW)

For Salary related information (Salary statements and other information) Mr. Maxim Singh from Salary section shall be engaged and for NPS related information one official from GP section shall be engaged.

To complete the work in a time bound manner space shall be provided in General Zorawar Singh Auditorium Lab maintained by I/C Director, Computer Center with required number of computer systems including working Internet connection, Printers and Scanners.

Mr. Sahil kumar from Establishment NTW section will assist with the working team in General Zorawar Singh Auditorium from 11 a.m to 2 p.m daily till the completion of the above assignment, which shall commence w.e.f 6.12.2022

*It is also informed that in the coming months, salary is likely to be linked with CPIS data whereafter salary of only those employees shall be disbursed from treasury (through Treasury Net Software) whose data is uploaded on CPIS


REGISTRAR 02/12/22

No. Estab/22/22314-57

Dated: 05.12.2022

Copy to:

1. Spl. Secretary to Vice-Chancellor for the kind information of the Hon'ble Vice-Chancellor pl.
2. Sr. P.A to Registrar for information
3. Administrator, GZSA
4. I/c Director, Computer Centre (with the request to provide the requisite no of computer systems including working internet connection, Printers and Scanners in GZSA lab. along with one Lab. Assistant w.e.f 06.12.2022
5. Chief Accounts Officer
6. All concerned Heads /officers of the concerned officials
7. All Concerned
8. Guard File

Government of Jammu and Kashmir
Employee Personal Information
Form 2

| Joining Details: | | | |
|--|-------------------------------------|--|------------------|
| Date of Appointment | | Order No. | |
| Initial Joining Department | | Initial Joining Office | |
| Date of Joining | | Initial Designation | |
| *Pay Band of Initial Post | | *Initial Grade Pay | |
| *Initial Basic Pay | | Permanent/Temporary | |
| Employee Initial Cadre State/Div | | Gaz./Non Gaz./Class IV | |
| *Present DDO Code | | *Optional Fields | |
| Salary Details: | | | |
| Current Pay Band | | PAN No. | |
| Grade Pay | | Basic Pay | Total Deductions |
| Personal/Special Pay | NO | GPF/PRAN No. | |
| Dearness Pay/DA/COLA Yes/No | YES | Deduction Type GPF/CPF (NPS) | |
| Non-Practicing Allowance Yes/No | NO | GIS/SLI Member Yes/No | |
| Charge Allowance Yes/No | NO | GIS/SLI Number | |
| City Compensatory Allowance Yes/No | YES | Defined Contributory Pension-10% Employers Share for NPS | |
| Medical Allowance Yes/No | YES | 2 ½ Days Pay Yes/No | NO |
| Temporary Move Allowance Yes/No | NO | Pocket Money Yes/No | NO |
| House Rent Allowance Yes/No | YES | Settlement Allowance | NO |
| Risk Allowance Yes/No | NO | Fixed T.A | |
| Border Allowance / Compensatory allowance Yes/No | NO | Record Allowance | NO |
| Ration Money Allowance Yes/No | NO | Special Duty Allowance | NO |
| Hardship Allowance Yes/No | NO | Any other Allowance | NO |
| Kit Maintenance Allowance Yes/No | NO | | |
| Conveyance Allowance Yes/No | YES | Total Salary (including Allowance) | Rs. |
| Name of Salary Bank Branch | JK BANK NEW UNIVERSITY CAMPUS | 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: | | | |
| Accumulation 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 | | | |
| Accumulation 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) | | NA | |
| 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

| <u>Employee Office Details</u> | | | |
|--|--|---------------------------------|--|
| Current Designation | | Current Post | |
| Current Cadre State/Div | | Current Office | |
| <u>Present Address</u> | | <u>Permanent Address</u> | |
| 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. | | E-mail Address | |
| Whether Govt. accommodation allotted in Jammu/Srinagar | | | |
| Details of Accommodation, if Hired (Yes/No) | | | |

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 % age) | Year of Passing | Grade |
| | | | | |
| | | | | |
| | | | | |
| TECHNICAL QUALIFICATION | | | | |
| Degree/Diploma | Name of Board/ University | Marks Obtained (in % age) | Year of Passing | Grade |
| | | | | |
| | | | | |
| PROFESSIONAL QUALIFICATION | | | | |
| Degree/Diploma | Name of Board/ University | Marks Obtained (in % age) | Year of Passing | Grade |
| | | | | |
| | | | | |
| Specialized Training, if any | | | | |
| Refresher / Training Course Attended during service, if any | | | | |

Signature of Employee
Dated:

Signature of Concerned Clerk
Dated:

Signature of Concerned Head/Officer
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 | | | | |
| 2 nd Posting | | | | |
| 3 rd Posting | | | | |
| 4 th Posting | | | | |
| 5 th Posting | | | | |
| 6 th Posting | | | | |
| 7 th Posting | | | | |
| 8 th Posting | | | | |
| 9 th Posting | | | | |
| 10 th Posting | | | | |
| 11 th Posting | | | | |

Signature of Employee
Dated:

Signature of Concerned Clerk
Dated:

Signature of Concerned Head/Officer
Dated:

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

Form 7

Nomination Details (GPF)

| Name of Nominee (s) | Relation with Employee | Date of Birth of Nominee | Share of Amount (%) |
|---------------------|------------------------|--------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Nomination Details (Gratuity)

| Name of Nominee (s) | Relation with Employee | Date of Birth of Nominee | Share of Amount (%) |
|---------------------|------------------------|--------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Group Insurance /SLI Nominee Details

| Name of Nominee (s) | Relation with Employee | Date of Birth of Nominee | Share of Amount (%) |
|---------------------|------------------------|--------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Nominee Details (Family Pension)

| Name of Nominee (s) | Relation with Employee | Date of Birth of Nominee | Share of Amount (%) |
|---------------------|------------------------|--------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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 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 the Employee
Dated:

Signature of Concerned Clerk
Dated:

Signature of Concerned Head/Officer
Dated:

Peforma - C
FORM-3 (Details of Family)

Details of Family for Unmarried/married Government Servants :

1. Name of the Government servant _____
2. Employee No _____
3. Designation _____
4. Place of posting/working _____
5. Date of Birth (as entered in the Service book) _____
6. Date of appointment _____
7. If Divyang, please state – Yes/No. If Yes, please provide documentary evidence.
8. Details of family as on _____

| S.No. | Name of member of family | Date of birth | Occupation | Initial of Government Servant | Initial of Head of Office/DDO |
|-------|--------------------------|---------------|------------|-------------------------------|-------------------------------|
| 1. | 2. | 3. | 4. | 5. | 6. |
| | | | | | |

(A) For unmarried Government Servant :

1. Father (Name _____)
2. Mother (Name _____)
3. Dependent Sisters alongwith their marital status (Name/s & age _____)
4. Dependent Brothers (Name & age _____)

(B) For married Government Servant :

1. Wife in the case of male Officer (Name _____)
2. Husband in the case of Female Officer (Name _____)
3. Daughter(s) (Name/s in order of their ages alongwith their marital status _____)
4. Son(s) (Name/s in the order of their ages alongwith their marital status _____)
5. Dependent Brother(s)/Sister(s) (Name/s, ages & their marital status _____)
6. Father (Name _____)
7. Mother (Name _____)

Place _____

Dated _____

Signature of the University Employee