University of Jammu

CIRCULAR
(Most Urgent)

Subject: Creation of CPIS ids of all University Teacher, Officers & Employees

References: 1. This office Circular No: Estab/22/22314-57 dated 05.12.2022
2. This office Circular No: Estab/23/25413-512 dated 04.01.2023

With a view to upload the employees' data on CPIS Portal, all the University Teachers, Officers and Employees were asked to upload their information on CPIS Portal so as to generate their CPIS Ids which is a pre-requisite for registration on JKHRMS Portal. It has been observed that though most of the Faculty members, Officers and Employees have registered on CPIS Portal, there is still a considerable number of employees who are yet to register on the said portal and in the absence of CPIS Ids, the registration on JKHRMS Portal is not possible.

Keeping in view the above, all the University Teachers, Officers and Employees who are not yet registered on CPIS Portal are once again advised to immediately register on the CPIS Portal without any delay. It is also informed that salary for the month of March, 2023 shall not be disbursed in respect of the employees who have still not registered on CPIS Portal.

The HoDs/ Directors/ Rectors/ Branch Officers are accordingly requested to ensure that the attendance for the month of March, 2023 mention the CPIS Id against each employee working under their control. It is further informed that in case of any technical support required with respect to generating CPIS Id, the concerned employee can contact the teams (constituted vide *Circular No: Estab/22/22314-57 dated 05.12.2022*) who have been assigned the Department to which the employee belongs.

REGISTRAR

No: Estab/23/32980 - 33079
Dated: 17/03/2023

Copy to:
1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice- Chancellor.
2. Dean Research Studies /Dean Academic Affairs/Dean Planning & Development for information.
3. Registrar/ Controller of Examination/ Director, CDC/ Director, DDE/ Director, DIQA for information.
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/ Provost (Boys/ Girls Hostels)/ Dean Student Placement/ I/c Librarian (Dhanvantri Library)/ President JUTA
7. I/c Administrator, GZSAC/ Joint Registrar (Finance)/ Joint Registrar (CDC)
8. I/c Computer Centre/ I/c University Website (for uploading the same on the University Website) / Coordinator Campuses
9. Programme Coordinator, NSS
10. All Wardens of the University Hostels
11. All Deputy Registrar/ President, JUOWA / SE/ XEN, UWD/ I/c Media Cell/ Manager Guest House/ Arboriculturist
12. Medical Officer, UHC
13. Chief Accounts Officer
14. Chief Security Officer,
15. President JUNTEU/ JUNGEU
16. AR (Salary) to ensure that salary for the month of March, 2023 is released only in favour of employees registered on CPIS Portal.
17. Head, EDP Section for ensuring that the CPIS Ids of all employees are added to the database
18. All Sections
19. Guard file