



**Government of Jammu & Kashmir  
Finance Department, Civil Secretariat  
(Budget Division)**

**Subject: Uploading of employee details on the CPIS Portal by DDOs  
in a time bound manner.**

**CIRCULAR NO: |0| -F of 2017  
DATED: 17-11-2017**

CPIS is a Flagship E-Governance Application of the Government of Jammu & Kashmir. The scope of the project is to capture employees profile as well as office profiles in the CPIS database of all the departments, spread over the entire state of Jammu & Kashmir. It also envisages to keep an upto dated information of employees, when they are promoted, transferred or retired. It also aims to assign a unique Employee Identification Number (UEIN) to all the employees for future references. Adhaar seeding on the application is also provided to make the database more relevant. The database of around 3.18 lakh employees has been created so far besides DDO User IDs.

2. However it has come to the notice that the respective DDOs of the Departments are not updating the Database regularly and registering the new entrants. In order to have a dynamic data base management system of each employee with full particulars and a unique employee identification number it is imperative upon all the DDOs to ensure upgradation of the employee database.

3. Accordingly, all the DDOs are directed to update and enroll left out employees on the CPIS portal latest by 31<sup>st</sup> December, 2017 failing which Treasury Officers shall not draw the salary of the DDOs for the month of December who have not registered employee database on the CPIS portal. Such of the employees who do not cooperate with the DDOs shall also not receive the salary for the month of December, 2017.

4. All the Administrative Secretaries are requested to ensure full compliance in their respective Departments. The necessary assistance in uploading of employee data by each DDO shall be provided by the Information Technology Department, JAKEGA and supported by NIC State Centre, J&K.

Sd/  
**(Navin K. Choudhary), IAS,**  
**Principal Secretary to Government,**  
**Finance Department.**  
Dated: 17-11- 2017.



No: FD-VII (8)-Plan/33/2017

Copy to the:

1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Principal Accountant General, J&K Srinagar/Jammu.
4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Chief Minister.
6. Principal Secretary to HE the Governor.
7. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
8. Chief Electoral Officer, J&K Jammu.
9. All Commissioner/Secretaries to Government.
10. Divisional Commissioner Kashmir/Jammu.
11. Chief Vigilance commissioner, J&K Srinagar.
12. Secretary to Chief Justice J&K High Courts Srinagar/Jammu.
13. Registrar General, J&K High Court Srinagar/Jammu.
14. Director General Funds organization J&K.
15. Director General Local Fund Audit and Pensions.



16. Director General Accounts & Treasuries, J&K.
17. Director Information J&K.
18. All Head of Departments/Managing Directors/Chief Executive of State PSU's /Autonomous Bodies.
19. Secretary J&K Public Service Commission.
20. All District Development Commissioners.
21. Secretary, J&K Legislative Assembly/Legislative Council.
22. Director Finance, Principal Northern Zonal Accountancy Training Institute, Jammu.
23. Director Audit & Inspections.
24. Director Accounts & Treasuries Srinagar/Jammu.
25. Principal Accountancy Training School Srinagar.
26. All Director Finance/Financial Advisors & CAO's.
27. Joint Director Funds Organization Srinagar/Jammu.
28. CAO, Irrigation & Flood Control Organization Srinagar/ Jammu.
29. All Treasury Officers.
30. General Manager, Government Press for publication in Government Gazette.
31. Private Secretary to Chief Secretary.
32. Private Secretary to Hon'ble Ministers/Hon'ble Ministers of State for information of the Hon'ble Ministers.
33. All officers/section officers of Finance Department.
34. President Non-Gazetted Employees Union Civil Secretariat Srinagar/ Jammu.
35. I/c Website, FD. ([www.jakfinance.nic.in](http://www.jakfinance.nic.in)).
36. I/c Website, GAD. ([www.jkgad.nic.in](http://www.jkgad.nic.in)).
37. Government order file (W2scs).

  
  
(I.A. Wani)  
Director Budget  
Finance Department