

**GOVERNMENT OF MANIPUR**  
**SECRETARIAT: FINANCE DEPARTMENT**  
**(Directorate of Management Information System)**

**OFFICE MEMORANDUM**  
Imphal, the 5<sup>th</sup> November, 2024

**No. MIS-308/1/2022-e-FD :** The matter regarding the procedure for submitting proposal for CMIS updation has been considered and it has come to notice of this Directorate that a uniform method is required to be followed by the line departments in term of the necessary relevant documents to be uploaded in CMIS software while submitting the proposal. It has also been observed that there are no extant orders/instructions for the above.

2. In view of the above, the following procedure and required documents are hereby issued to all the department: -
- i. The proposal shall be submitted online through CMIS software.
  - ii. A **Checklist** of necessary required documents to be uploaded while submitting the proposal is listed in **Annexure**.
  - iii. The documents should be legible and free from overwriting and tampering.
  - iv. In case of any doubt on the documents uploaded, original documents will be called when and required.
  - v. The above instructions shall come with immediate effect
3. This is issued in supersession of Government No.MIS-308/1/2022-e-FD dated 31<sup>st</sup> October,2024. This is issued with approval from the competent authority.

  
**(Dr. Sonia Oinam)**  
Director (MIS)

Finance Department, Manipur

Copy to:

1. Secretary to Governor of Manipur, Raj Bhavan, Imphal.
2. Secretary to Chief Minister, Manipur.
3. All Additional Chief Secretaries/ Principal Secretaries / Commissioner-cum-Secretaries / Secretaries, Government of Manipur.
4. All Head of Departments, Manipur.
5. Director(Printing & Stationery), Manipur, Imphal for favour of publication in the extra ordinary Gazette.
6. The Technical Director (CMIS), NIC, Manipur – for uploading in CMIS portal.
7. The Website Manager, DIT, Government of Manipur – for uploading in [www.manipur.gov.in](http://www.manipur.gov.in).
8. Guard file.

<b><u>CHECKLIST OF DOCUMENTS REQUIRED FOR CMIS UPDATES</u></b>		
<b>Sl. No.</b>	<b>Type of updation</b>	<b>Documents need to be uploaded</b>
1	New Recruits (Allotment of EIN):	
	(a) Direct Recruit	(i) Recruitment notification/ advertisement (ii) Appointment Order (iii) Posting order (iv) Joining Report (v) Matriculation Certificate from an Education Board recognized by Ministry of Education, Government of India(dsel.education.gov.in)
	(b) Die-in-harness	(i) Appointment Order (ii) Government Convey Letter for appointment (iii) Posting order (iv) Joining Report (v) Matriculation Certificate from an Education Board recognized by Ministry of Education, Government of India(dsel.education.gov.in)
	(c) Regularization/ Absorption	(i) Recruitment notification/ initial engagement document. (ii) Appointment/regularization Order (iii) Posting order (iv) Joining Report (v) Matriculation Certificate from an Education Board recognized by Ministry of Education, Government of India(dsel.education.gov.in)
2	Promotion/ Promotion with Transfer	(i) Promotion Order (ii) Joining Report/ TR-1 copy with counter signature of reporting officer (for promotion) (iii) Posting Order (indicating previous posting & present posting) (iv) Joining Report/ TR-1 copy with counter signature of reporting officer (for posting)
3	Correction of employee details	(i) Speaking Order issued by the concerned Administrative Department (ii) Appointment Order (iii) Copy of Service Book/ Service Card (first 2 pages reflecting personal details & service joining entries) (iv) Matriculation Certificate or VIII certificate as the case may be or certificate from the recognized school last attended
4	Sanctioned Post Updation (Addition/ Edition)	(i) Post Creation Order (ii) Post extension order (if the validity of the above post is expired) (iii) Post deployment/allocation order (name of Office under the Department) (in case of new creation)

  
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ANNEXURE TO O.M. No. MIS-308/1/2022-e-FD(Pt I) dated 5<sup>th</sup> November, 2024

5	Office Creation in CMIS database	(i) Office Creation Order (with approval from competent authority) (ii) DDO Code allocation & DDO designation order by Directorate of Treasuries & Accounts. (iii) Relevant Head of Account details.
6	Sanctioned Post Re-allocation (from one office to another)	(i) Post Re-allocation order (with approval of Cabinet & concurrence from FD(PIC))
7	Sanctioned Post Re-designation/ Sanctioned Post Re-designation along with incumbents	(i) Re-designation order with concurrence from FD(PIC) indicating the sanctioned post details (if only the post is to be re-designated) (ii) Re-designation order along with incumbent of the post with concurrence from FD(PIC) indicating the sanctioned post details (if post as well as the incumbent of the post is to be re-designated)
8	Sanctioned Post Upgradation/ Sanctioned Post Upgradation along with incumbents	(i) Sanctioned Post upgradation order with concurrence from FD(PIC) after obtaining the approval of Cabinet indicating the sanctioned post details (if only the post is to be upgraded) (ii) Sanctioned Post upgradation order along with incumbent of the post with concurrence from FD(PIC) after obtaining the approval of Cabinet indicating the sanctioned post details (if post as well as the incumbent of the post is to be upgraded)
9	Re-instatement of Service	(i) Service re-instatement order (ii) Termination/suspension order. (iii) Court directives (if any)

  
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