

GOVERNMENT OF MANIPUR
Finance Department
(Finance Commission Cell)

OFFICE MEMORANDUM

Imphal, the 6th July, 2019


No. 1/7/2018-FC: Streamlining and simplification of MGEL/CPIS updation has been under consideration of Government for some time. With a view to make MGEL/CPIS updation faster, transparent & simpler, and also to integrate payroll in the system, it has now been decided to upgrade the existing CPIS to a new system called CMIS (Centralized Management Information System).

2. CMIS is a centralized web based integrated system of personnel information and payroll. It is the first step in the direction of achieving aim of paperless electronic payroll i.e. paybill generation, electronic submission, electronic audit and electronic payment to the employees. With the roll out of CMIS, the process of MGEL updation will now be modified as follows:

- i. The Nodal Officer (MGEL) will no longer be required to submit CPIS forms to the Directorate of MIS for MGEL updation.
- ii. The concerned HODs will be submitting the proposals for MGEL updation online (except for transfer & termination) along with the scanned copies of all necessary relevant documents through CMIS software (www.cmis.man.nic.in).

For transfer & termination, the process of updation in CMIS will be done at the concerned department level without the involvement of Directorate of MIS.

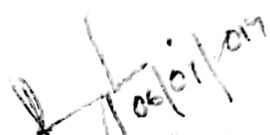
- iii. The online proposals from the HODs will be processed at the Directorate of MIS for necessary approval & updation. In case, documents are not found to be in order, MIS will convey rejection stating the reasons for rejection and indicate the documents required to be further uploaded. CMIS proposals without relevant supporting documents will not be updated.
 - iv. The concerned DDOs shall prepare paybill/salary bill of its employees through CMIS software as per the updated staff strength of its respective offices.
 - v. The concerned Treasury Officers/ Sub-Treasury Officers are to strictly release the salary of the employees based on the paybills/salary bills prepared through CMIS payroll system.
3. The existing CPIS will cease to operate from **16th July, 2019** and will be replaced by CMIS.
4. The above instruction shall come into effect from **16th July, 2019**.


(Rakesh Ranjan)
Principal Secretary (Finance)
Government of Manipur

Copy to:

1. The secretary to the Governor of Manipur.
2. The Secretary to the Chief Minister, Manipur.
3. The Staff Officer to the Chief Secretary, Govt. of Manipur.
4. All the Administrative Secretaries, Govt. of Manipur.
5. The Director, Directorate of MIS, Manipur.

6. All the Head of Departments, Manipur.
7. The State Informatics Officer, NIC, Manipur State Centre.
8. All the Officers of Finance Department, Govt. of Manipur.
9. All the Treasury Officers and Sub- Treasury Officers, Manipur.
10. ✓ The Website Manager, DIT, Govt. of Manipur. -- for kind uploading in www.manipur.gov.in.


(Pangambam Merry)
Under Secretary (Finance)
Govt. of Manipur.