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No. (J) 0191-2569144, 2545903 (F)

WEB SITE: (www.jkdat.nic.in)

Government of Jammu and Kashmir
Finance Department.
Directorate General of Accounts and Treasuries
(www.jkdat.nic.in)

C I R C U L A R

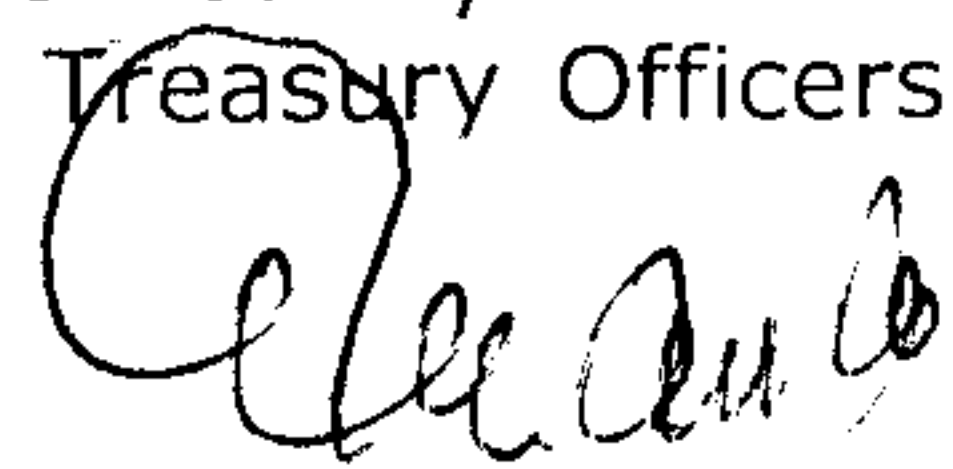
Subject:- Implementation of Centralized Personnel Information System (CPIS) in the J&K State. Access, Verification and updation of the data by the DDO's.

Attention of all the Treasury Officers and Drawing and Disbursing Officers of the State is invited towards circular instructions issued from time to time regarding CPIS. All the Drawing and Disbursing Officers of the State were advised and required to coordinate in furnishing of the data of employees in the prescribed formats and its digitization, verification and updation with the nominated vendors /agencies. It has been reported that a number of DDOs' have not furnished the complete information in respect of CPIS as yet with the result the project is lingering due to the negligence of employees and their DDO's. The authorities have taken serious note with a warning of stern action against the defaulters if the information is not furnished by the end of November, 2016.

To go ahead in the matter the Finance Department, J&K in coordination with Information Technology Department, J&K decided to publish the data on the web as made available by the DDO's so far with a view that concerned DDO's will access, verify and update their data and the data of remaining DDO's will be published subsequently as soon as they furnish the same. NIC has been advised to take proper action in publishing of data and creation of User id and its access to the concerned DDO's (List of Treasuries and number of DDO's along with instruction sheet enclosed for reference).

The NIC, J&K State Unit vide their No. NIC/JK/Move/2016-17/378-400 dated 04.10.2016 has intimated that they have published the CPIS data of the 100438 employees of 2069 DDO's comprising of 16 Districts on the internet, and the url of the site is <http://jkcpis.nic.in>. The DDO's can access CPIS portal from anywhere using any network connectivity, like broad band/data card. In case DDO don't have any network connectivity available, they can visit nearby CSC, Khidmat Centre or NIC District Centre for data updation. The NIC has prepared Treasury wise, DDO userid and password list for all those DDO's whose data has been published on JKCPIS portal for verification and updation and list will be emailed to concerned Treasury Officers email box.

The Treasury Officers are advised to collect list of User id and password of the concerned DDO's and handover same to them and the concerned DDO after collection of userid and password from TO will access the data for verification, updation and keeping of up-to-date data of the employees. Those DDO's who are yet to furnish complete CPIS data for similar action are advised to submit the same immediately otherwise their salary bills from the month of November, 2016 onwards may not be entertained by the Treasury Officers in any case till the completion of the job by them.


(Altaf Hassan Mirza),
Director General,
Accounts and Treasuries,
Finance Department

28/11/2016

No:-DGAT/Comp-Try/CPIS/467/PS|DR|408

Dated :-28.11.2016.

Copy to the:-

1 Commissioner/Secretary to Government General Administration Department for information.

- 2 Secretary to Government Information Technology Department for information.
- 3 Director, Accounts and Treasuries, Kashmir/Jammu with the request to issue further advisory to the Treasury Officers accordingly.
- 4 Technical Director, State Informatics Centre, NIC J&K State Unit, Jammu/Srinagar for information and necessary action.
- 5 PSA, NIC, J&K State Unit, Civil Secretariat, Jammu for information and necessary action.
- 6 Private Secretary to Commissioner/Secretary to Government Finance Department for kind information of the Commissioner/Secretary.
- 7 All Treasury Officer of J&K State for information and immediate compliance.

CPIS Data updation instructions for DDO's

Data has been published on [Http://jkcpis.nic.in](http://jkcpis.nic.in). DDO can view, modify and transfer employees to other department. All those employees who have been transferred and still displaying in DDO list, DDO has to transferred to transfer to other department or in common pool if not known.

Steps to View employee:

1. Go to <http://jkcpis.nic.in> and click **login** link.
2. Provide login details and submit it.
(If DDO don't have userid/password contact concerned Treasury Officer)
3. After successful login you will be redirected to DDO home page.
4. Now click **view employee** link then you will see all employee pertaining to the DDO.
5. There may be some employee appears in the list which are not belong to.the DDO.
6. The employees which are not belonging to the DDO can be transferred to other department if known place of posting or can be moved to common pool if not known their place of posting.

Steps to transfer employee to other department or common pool:

1. Click **transfer** link on the left side of the screen.
2. Then employee list appears on the screen.
3. Choose employee to whom you want to transfer.
4. When you click **transfer** link then you will be redirected to other page.
5. Now fill all details related to transfer.
6. When you **submit** this page transfer will be done.

Note: Operation manual for DDO is available in the JKCPIS portal.

Treasury wise total number of DDO Breakup

Sr No	Treasury Name	Total No of DDO
1	Akhnoor	31
2	Arnas	10
3	Assar	1
4	ADDL. TREASURY, NEW PLOT (OLD SECTTJAMMU)	84
5.	Bhaderwah	28
6	Billawar	39
7	Bishnah	23
8	Bhalessa	26
9	Bandipora	50
10	Banihal	23
11	Bani	18
12	Beerwah	30
13	Basholi	21
14	BashantGarh	7
15	Batote	12
16	Budgam	86
17	Chadura	56
18	Chenani	13
19	Chararsharif	15
20	Chatroo	12
21	Dachan	3
22	Doda	109
23	Darmari	4
24	Ganderbal	73
25	Gandinagar	54
26	Gool	13
27	Gurez	13
28	Hiranagar	26
29	Handwara	46
30	Kahra	1
31	Khag	1
32	Khour	14
33	Khansahib	18
34	Kishtwar	61
35	Kalkote	2
36	Kralpora	23
37	Kangan	17
38	Karnah	17
39	Kathua	95
40	Katra	9
41	Kupwara	73
42	Laar	3
43	Latti	5
44	Mahore	16

45	Majalta	17
46	Mendhar	13
47	Marwah	6
48	Nagam	1
49	Nowshera	3
50	Narbal	16
51	Poonch	54
52	Padder	11
53	Pampore	23
54	Pulwama	74
55	Rajouri	12
56	Reasi	22
57	Ramban	39
58	RamNagar	16
59	R S Pura	27
60	SundarBani	20
61	Shadimarg	16
62	Shopian	51
63	Samba	16
64	SuranKote	1
65	Sunbal Sonawari	26
66	Sogam	25
66	Saddar Jammu	60
67	Thathri	25
68	Tangmarg	1
69	Trehgam	5
70	Tral	32
71	Talab Tillo	56
72	Udhampur	89
73	Vijaypur	18