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**Government of Jammu and Kashmir**  
**Finance Department.**  
**Directorate General of Accounts and Treasuries**  
**([www.jkdat.nic.in](http://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 required for Pay Manager/PAO System.

Attention of all the Drawing and Disbursing Officers/Departments is hereby invited towards Government instructions issued by the Finance Department vide Government Order No 101-F of 2017 dated 17.11.2017 and vide No DGAT/Comp-Try/CPIS/467-A/53 dated 21.11.2017, whereunder it has been impressed upon all the concerned to complete the process of collection, consolidation, digitization, verification and updation of CPIS data in respect of State employees/pensioners at the earliest possible date. The process of consolidation and updation was to be completed by or before December, 2017 by making use of CPIS portal (<http://jkcpis.nic.in/>) through the **user id** and **password** already allotted to the users.

It may be appropriate to mention that in order to enable the DDO's to get access to the Pay Manager and PAO System, the updation of CPIS data is a pre-requisite, given the fact that the complete data in respect of each employee need to be readily available before moving to Pay Manager and PAO System. The updation of CPIS data will also ensure interfacing/retrieving of the data while getting access to Pay Manager and PAO System and no data deficiency may come in the way of smooth operationalization of Pay Manager and PAO System due to incompleteness and non-implementation of Centralized Personnel Information System (CPIS).

In view of the above, all the DDO's concerned are once again advised to complete the CPIS data in respect of their employees by or before 15<sup>th</sup> of March 2018 so as to ensure the timely implementation of Centralized Personnel Information System (CPIS) of their departments to enable to have access to the Pay Manager and PAO System, failing which the salary bills of defaulting DDO's for the month of March, 2018 shall not be entertained by the concerned Treasury Officers/PAO's.

**Sd/-**

**(Dr. Mohammad Ishaq Wani),**  
Director General,  
Accounts and Treasuries,  
Finance Department.


No:-DGAT/Comp-Try/CPIS/467-A/ 08

Dated:-07.03.2018.

Copy to the:-

- 1 Administrative Secretaries to Government, \_\_\_\_\_ (all)  
Department for favour of information.

- 2 All Heads of Departments/ Managing Directors of State PSUs/ Chief  
Executive Officers of State Autonomous Bodies  
3 Director, Accounts and Treasuries, Kashmir/Jammu with the request to  
issue further advisory to the Treasury Officers accordingly.  
4 State Informatics Centre, NIC J&K State Unit, Jammu for information and  
necessary action.  
5 District Development Commissioner \_\_\_\_\_ (all).  
6 Technical Director (Project Coordinator), NIC, J&K State Unit, Civil  
Secretariat, Jammu for information and necessary action.  
7 Private Secretary to Principal Secretary to Government, Finance  
Department for kind information of the Commissioner/Secretary.  
8 OSD to Hon'ble Minister for Finance for information of the Hon'ble  
Minister.  
9 Pvt. Secretary to Chief Secretary for information of the Chief Secretary.  
10 All Treasury Officers of J&K State for information and immediate  
compliance.  
11 ✓ I/C Website GAD/ Planning/Finance/IT/Rural Development/ DGAT.

  
(Mohd Ayub Kuchy),  
Deputy Director (Central),  
Accounts and Treasuries,  
Finance Department.