

  
**MANIPUR GAZETTE**  
सत्यमेव जयते

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

**OFFICE MEMORANDUM**

Imphal, the 4<sup>th</sup> November, 2024

**Subject :- General Instructions to Departments under Government of Manipur  
relating to CMIS updations.**

**No. MIS-308/1/2022-e-FD** : It has come to notice that proposals for generation of Employee Identification Number (EIN) for new recruitments received by Directorate of Management Information System(DMIS) get rejected and DMIS is not in a position to update the data in CMIS. Some of the common ground of rejection for proposals for generation of Employee Identification Number (EIN) for new recruitments are related to the category against which employee is selected/ Matriculation certificate/ name of the employee or father's name/date of birth, etc.

2. The general instructions cited below shall be followed by all Departments to ensure that there are no issues and delay in updating of data/profile updating for newly recruited employees under the State Government: -

**(i) Category -**

Departments undertaking recruitment exercise shall verify the categories against which candidates are appointed. There have been many instances where employees are appointed by the Department in wrong category. For instance, a candidate of SC/ST/OBC selected against Unreserved category (for candidates seeking age relaxation)/ a candidate who applied in Unreserved category selected against reserve post of OBC, etc. In some cases, candidates were appointed in a category not specified in recruitment notification and therefore the employees cannot be updated in CMIS.

**(ii) Matriculation Certificate –**

Departments shall carefully verify that the Matriculation certificate submitted to their Departments are issued by a Board recognized by the Ministry of Education, Government of India. The list of the recognized Education Boards are uploaded in [dsei.education.gov.in](http://dsei.education.gov.in).

**(iii) Updating Name of Employee -**

Departments shall use only full name of the employee as per the Matriculation certificate in issuing **appointment orders**.

Further, the name used in the appointment order shall be used in issuing subsequent promotion orders, transfer & posting orders. Departments may take special note in issuing promotion, transfer & posting orders to use the full name instead of short name (short surname) of the employees. There is delay in CMIS updating in seeking verification from Departments regarding shortened names of employees.

**(iv) Updating of Name of Father--**

Departments shall use father name of the employee as per the Matriculation certificate in issuing appointment orders (in case the name of father is mentioned in the appointment orders). If father name is not recorded in the Matriculation certificate, the Municipal birth certificate or certificate from the recognized school last attended shall be treated as valid document.

**(v)Updating of Date of birth/ Date of entry in service/ Date of Joining service: -**

Departments shall refer to the Matriculation certificate, where prescribed qualification for appointment is Matriculation or above for entry of date of birth. In other cases, Municipal Birth certificate or certificate from the recognized school last attended shall be treated as a valid document for entry of date of birth. Wherever, the entry is required for updating of date of birth/ date of entry in service /date of joining service, all Departments shall update in **DD/MM/YY (Day- Month-Year)** format.

3. These instructions are issued in supersession of Government O.M. No. MIS-308/1/2022-e-FD dated 30<sup>th</sup> October,2024 and shall come into force with effect from the date of publication of the Office Memorandum in the official gazette.

DR. VINEET JOSHI,  
Chief Secretary,  
Finance Department, Manipur.