



Government of Jammu and Kashmir  
General Administration Department  
(Administration Section)  
Civil Secretariat

**Subject:- Computerized Personal Information System(CPIS).**

CIRCULAR No. 9 –GAD of 2011  
Dated:- 22-02- 2011

The Information Technology Department is planning to have a computerized data base of all the Government Employees in a phased manner. In this direction, it has started working on Computerized Personal Information System(CPIS) for which data capturing forms have been designed by NIC. In the first phase, it intends to undertake computerization of information in respect of the employees at the Secretariat level and those of the employees of the Finance Department at subordinate level as well.

In this regard, the undersigned is directed to impress upon all the Administrative Secretaries to furnish information with regard to employees of Civil Secretariat working under their control to State Informatics Officer, NIC, as per PROFORMA (uploaded at jkgad.nic.in website of GAD) which shall be duly authenticated by the concerned Drawing & Disbursing Officer. The information shall be furnished **by or before 25-02-2011 positively so that the task is accomplished within the time limit fixed for that purpose.**

  
(Rajesh Sharma) 22/2/11

Deputy Secretary to Government  
General Administration Department

No.GAD(Adm)115/2010-I

 Dated: 22-02- 2011

Copy to the:-

1. All Administrative Secretaries.
2. Financial Advisor/CAO, GAD. He is requested to provide requisite information in respect of GAD employees on priority basis.
3. Principal Pvt. Secretary to Chief Secretary.
4. Private Secretary to Commissioner/Secretary, GAD.



**Government of Jammu and Kashmir  
Employee Personal Information**

**Form-2**

<b>Joining Details</b>			
Date of Appointment		Order No.	
Initial Joining Department		Initial Joining Office	
Date of Joining		Initial Designation	
Pay Band of initial Post *		Initial Grade Pay *	
Initial Basic Pay *		Permanent/Temporary Employee	
Employee initial cadre State/Div./Distt		<b>Gaz./ Non-Gaz./Class IV</b>	
Present DDO Code*		* optional fields	
<b>Salary Details</b>			
Current Pay Band		PAN No.	
Grade Pay		Basic Pay	
Personal/Special Pay		GPF/ PRAN No.	
Dearness Allowance/ Dearness Pay/COLA <b>YES/NO</b>		Deduction Type <b>GPF/CPF(NPS)</b>	
Non-practicing Allowance(NPA) <b>YES/NO</b>		GIS/SLI Member <b>YES/NO</b>	
Charge Allowance <b>YES/NO</b>		GIS/SLI Number	
City Compensatory Allowance <b>YES/NO</b>		Defined Contributory Pension - 10% Employer's Share for NPS	
Medical Allowance <b>YES/NO</b>		2 ½ days Pay <b>YES/NO</b>	
Temporary Move Allowance <b>YES/NO</b>		Pocket Money <b>YES/NO</b>	
House Rent Allowance <b>YES/NO</b>		Settlement Allowance	
Risk Allowance <b>YES/NO</b>		Fixed T.A.	
Border Allowance/ Compensatory Allowance <b>YES/NO</b>		Record Allowance	
Ration Money Allowance <b>YES/NO</b>		Special Duty Allowance	
Hardship Allowance <b>YES/NO</b>		Any Other Allowance	
Kit Maintenance Allowance <b>YES/NO</b>			
Conveyance Allowance <b>YES/NO</b>		Total Salary(including Allowances)	
<b>Name of Salary Bank Branch</b>		<b>Saving A/c No.</b>	

Entitlement of Pension (Defined benefit/NPS)	
<b>Contribution to NPS(Employer + Employee) :</b>	
<b>Accumulations under NPS</b> (including earnings from investment of Contribution) :	

**Leave Details**

<b>Accumulations of Earned Leave</b>	<b>AS on Date</b>		
	<b>Total number of days EL accumulated</b>		
Period of EL availed (Recently) - <b>From:</b>		<b>To:</b>	
Number of times Maternity Leave availed:			
<b>Accumulations of Half Pay Leave</b>	<b>AS on Date</b>		
	<b>Total number of days accumulated</b>		
Period of HPL availed (Recently) - <b>From:</b>		<b>To:</b>	
Period of Suspension (if any)			

Major Penalty imposed, if any	
Monthly Income of Parents from all sources	

**Signature of employee :**  
**Dated**

**Signature of DDO :**  
**SEAL**  
**Dated**

**Government of Jammu and Kashmir  
Employee Personal Information**

**Form-3**

<b>Employee office details</b>			
Current Designation		Current Post	
Current Cadre: <b>State/ Div./ District</b>		Current office	
<b>Present address</b>		<b>Permanent address</b>	
House No/ Street No		House No/ Street No	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Tehsil		Tehsil	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	

Mobile No.		Email address	
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<b>Whether Govt. accommodation allotted in Jammu/Srinagar :</b>	
<b>Details of accommodation, if hired(Y/N)</b>	

**Signature of employee  
Dated**

**Signature of DDO  
SEAL  
Dated**

**Government of Jammu and Kashmir  
Employee Personal Information**

**Form – 4**

<b>Educational Detail</b>				
<b>ACADEMIC QUALIFICATION</b>				
<b>Degree/Diploma</b>	<b>Name of Board/ University</b>	<b>Marks Obtained (In %)</b>	<b>Year of Passing</b>	<b>Grade</b>

<b>TECHNICAL QUALIFICATION</b>				
<b>Degree/Diploma</b>	<b>Name of Board/ University</b>	<b>Marks Obtained (In %)</b>	<b>Year of Passing</b>	<b>Grade</b>

<b>PROFESSIONAL QUALIFICATION</b>				
<b>Degree/Diploma</b>	<b>Name of Board/ University</b>	<b>Marks Obtained (In %)</b>	<b>Year of Passing</b>	<b>Grade</b>
<b>Specialized Training, if any</b>				
<b>Refresher/Training Course attended during service, if any</b>				

**Signature of Employee**  
Dated  
DDO

**Signature of**  
  
**SEAL**  
Dated

**Government of Jammu and Kashmir  
Employee Personal Information**

**Form-5**

<b>Promotion Details</b>			
<b>Date of Promotion</b>	<b>Name of the office</b>	<b>Designation</b>	<b>Govt. Order No./ Date</b>

**Signature of employee :**  
**Dated**

**Signature of DDO :**  
**SEAL**  
**Dated**

**Government of Jammu and Kashmir  
Employee Personal Information**

**Form - 6**

**Posting Details**

	Name of the office	Designation	Tenure of Postings	
			From	To
Initial appointment				
02 <sup>nd</sup> posting				
03 <sup>rd</sup> posting				
04 <sup>th</sup> posting				
05 <sup>th</sup> posting				
06 <sup>th</sup> posting				
07 <sup>th</sup> posting				
08 <sup>th</sup> posting				
09 <sup>th</sup> posting				
10 <sup>th</sup> posting				
11 <sup>th</sup> posting				
12 <sup>th</sup> posting				
13 <sup>th</sup> posting				
14 <sup>th</sup> posting				
15 <sup>th</sup> posting				
16 <sup>th</sup> posting				
17 <sup>th</sup> posting				

**Signature of employee :  
Dated**

**Signature of DDO :  
SEAL  
Dated**

**Government of Jammu and Kashmir  
Employee Personal Information**

**Form - 7**

<b>Nomination Details (GPF)</b>			
<b>Name of Nominee(s)</b>	<b>Relationship with employee</b>	<b>Date of Birth of Nominee</b>	<b>Share of amount (%)</b>

  

<b>Nomination Details (Gratuity)</b>			
<b>Name of Nominee(s)</b>	<b>Relationship with employee</b>	<b>Date of Birth of nominee</b>	<b>Share of amount (%)</b>

<b>Group Insurance/SLI Nominee Details</b>			
<b>Name of Nominee(s)</b>	<b>Relationship with employee</b>	<b>Date of Birth of nominee</b>	<b>Share of amount (%)</b>

  

<b>Nominee Details ( Family Pension )</b>		
<b>Name of Nominee(s)</b>	<b>Relationship with employee</b>	<b>Date of Birth of nominee</b>

**Declaration by the prospective employee**

The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

**Signature of Employee  
Dated**

**VERIFICATION**

**Signature of DDO  
SEAL  
Dated**

**Govt. of Jammu and Kashmir  
Centralised Employee Personal Information**

***Instruction:*** This form is required to be duly filled up and submitted by the DDO concerned only.

**Performa for DDO's Details Entry**

**DDO Information (Presently Posted)**

<b>Administrative Department</b>	
<b>Field Department/HOD Department</b>	

<b>DDO Parent Department</b>	
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**Signing Authority**

<b>Name of the DDO(Signing Authority)</b>	
<b>Designation</b>	
<b>With effect from Date (dd/mm/yy)</b>	
<b>TAN Number</b>	
<b>ITO/Ward/Circle</b>	

**DDO's Bank Details**

<b>Bank Name</b>	
<b>Branch Name</b>	
<b>Bank Account Number</b>	
<b>Remarks (if any)</b>	

<b>Total Employee under DDO</b>	
<b>Gazetted</b>	
<b>Non-Gazetted</b>	

**Signature of DDO  
Seal  
DDO Code  
Dated**

**Govt. of Jammu and Kashmir  
Employee Personal Information**

**DDO's Office Details**

<b>Name of Office</b>			
<b>Type of Office (Main Office/ Sub-ordinate Office)</b>			
<b>DDO Code *</b>			

**Address Details**

<b>State</b>		<b>District</b>	
<b>Tehsil</b>		<b>Town</b>	
<b>Village</b>			
<b>Address</b>		<b>Pin</b>	
<b>Office City Class</b>	<b>Class A1/Class A/Class B/ Class B1/ Class B2/ Class C/ Class D</b>		

**Contact Details**

<b>Tel. No. (1)</b>	
<b>Tel. No. (2) Mobile</b>	
<b>Fax No.</b>	
<b>E-mail (for official communication)</b>	
<b>Whether Offices in</b>	<b>Hilly Area (Yes/No)</b>

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Note: Attach separate sheet for each office if there are more than one office/ sub-offices under this DDO.

\* optional



## Performa for Sanctioned Posts

### Entry of Permanent Posts

Sr. No.	Scheme Code*	Scheme name	Designation	No. of Posts

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Note: Attach separate sheet if necessary.

\* Scheme Code (Budget Head): Major + Sub-Major + Minor + Group + Sub Head (17 digits)

## **PENSIONER BIO-DATA**

PPO No: \_\_\_\_\_

Name of Pensioner: \_\_\_\_\_

Date of Retirement: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Designation (at the time of retirement): \_\_\_\_\_

Deptt/Office Last Served: \_\_\_\_\_

Last Pay Scale held: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_

Relation (Spouse): \_\_\_\_\_

Date of Birth (Spouse): \_\_\_\_\_

Treasury (Authorized by AG): \_\_\_\_\_

Current Treasury (Changed): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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Gratuity Amt: \_\_\_\_\_

Gratuity Amt2\*: \_\_\_\_\_

Gratuity Amt3\*: \_\_\_\_\_

Commutation Amt: \_\_\_\_\_

Commutation Amt2\*: \_\_\_\_\_

Commutation Amt3\*: \_\_\_\_\_

*\* Note: If gratuity/commutation amount revised*

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Bank A/c No.		Basic/Revised Basic	
Bank Branch Code (SOLID)		DA Allowed (Yes/No)	
Type of Pension. (Self/Family)		Other Allowances Amount	
Special/Enhanced/Normal (If Family Pension)		Recovery Amount	
Category (State Govt.)		Total Pension	
Pension Start Date		Net Pension	
Date of Commutation Completion			

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Pension Stopped (Yes/No): \_\_\_\_\_

Pension Closing Date: \_\_\_\_\_

Pension Closing (Remarks): \_\_\_\_\_

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**Signature of Treasury Officer**  
**SEAL**  
**Dated**