



DHANAMANJURI UNIVERSITY,  
MANIPUR  
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**C I R C U L A R**

Imphal, the 28<sup>th</sup> September, 2024

No.3/22/2018-DMU/2024: It is hereby notified for information to all concerned that the Specific Identification Number (SIN) is required to be allotted to all newly-recruited employees of Dhanamanjuri University. In this regard, the following documents are to be submitted to the Finance Section of the University on or before 8<sup>th</sup> October, 2024:

- (a). Form No.: CPIS-4(1A)
- (b). Copy of appointment order
- (c). Copies of educational certificates at the time of form submission
- (d). Copy of Initial joining
- (e). Copy of posting joining report
- (f). OBC/SC/ST at the time of joining report
- (g). Copy of Aadhaar
- (e). 2 (two) recent colour Passport-size photo

2. Form No.: CPIS-4(1A) is to be printed in A4-size paper and the fields are to be computer-typed only.

This is issued in consultation with the Finance Section of the University.

(Kangjam Devishri)  
Assistant Registrar, Admin  
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Copy to: -

1. P.S. to the Vice Chancellor, Dhanamanjuri University
2. Registrar, Dhanamanjuri University
3. Finance Officer, Dhanamanjuri University
4. All Principals, Constituent Colleges of Dhanamanjuri University
5. Guard File

Computerisation of Personnel Information System (CPIS)  
for Government of Manipur

Recent  
Colour  
Passport Size  
Photograph

**Form No: CPIS – 4(1A)**  
(For allotment of SIN)

Sl. No	Particulars	To be filled in
1.	Name (in Block Letters) (with Shri/Smt/Miss/Md/Mr/Mrs/MV)	
2.	Father's Name	
3.	Gender	
4.	Date of Birth (DD/MM/YYYY)	
5.	Ministry	-
6.	Department	Dhanamanjuri University
7.	Place of Posting (Office Name)	Dhanamanjuri University
8.	Designation/Engaged as	
9.	Engagement Type (WC/MR/Casual/Contract/GIA/VDF/HG)	GIA
10.	Pay Band/Grade Pay (if applicable)	
11.	Basic Pay (if applicable)	-
12.	Remuneration (if applicable)	-
13.	DDO Code (7 digit Code) (if applicable)	-
14.	District	Imphal West
15.	Date of Joining in Service/Since when engaged to the Department	
16.	Head of Account (15 digit Code) (if applicable)	-
17.	Appointment/Engagement Order No.	
18.	Appointment/Engagement Order date. (DD/MM/YYYY)	
19.	Period of Engagement (if applicable)	-

Note 1: Use A4 size paper

Note 2: Fields are to be computer typed neatly

Note 3: Enclose all relevant documents (Appointment/Engagement Order, Educational certificate, Posting Order, Joining report etc.)

**Signature**

Name of the Nodal Officer (CPIS):

(in Block letters)

Designation:

EIN:

Date:

Seal

To,

The Director  
Directorate of Management Information System,  
Finance Department,  
3<sup>rd</sup> floor, North Block, New Secretariat  
Imphal – 795001

**SIN:**

(to be given by DMIS)