



Government of Jammu & Kashmir
Directorate of Rural Development Kashmir

The Project Officer Wage Employment
(ACD) _____ (All)

No:-DRDK/Estt/34781-950

Dated: 08-10-2018

Subject:- Uploading of employees details on the CPIS portal-
update of data thereof.

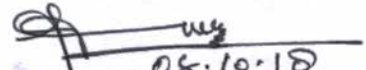
Sir,

Your attention is invited to the circular instructions issued by Finance Department vide No. 101-F of 2017 dated 17-11-2017 followed by circular issued by Directorate General of Accountant & Treasuries under No. DGAT/Comp-Try/CPIS/467-A/08 dated 07-03-2018 to update the information of employees, when they are promoted, transferred or retired on **Centralized Personal Information System (CPIS)**. However, it has been observed that the respective DDOs (ACDs/DPOs/Xens/DRDAs/BDOs) are neither updating the Database regularly nor registering the new entrants.

In order to have the dynamic database management system of each employee with full particulars, it is imperative upon you to ensure the uploading / update of the employees database on CPIS in respect of your office as well as subordinate offices of your district by 22nd of October 2018.

The matter be treated as most urgent.

Yours faithfully


08.10.18
Director

Rural Development Department
Kashmir

Copy to the:-

1. Secretary to Government, Rural Development & Panchayati Raj Department, J&K, Srinagar for favour of information.
2. Project Officer Self Employment (DRDA) _____ (All)
3. District Panchayat Officer _____ (All)
4. Executive Engineer REW _____ (All)
5. Block Development Officer _____ (All)

for information with the direction to update data of all employees on CPIS within the above mentioned time line.