

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION(S)**

No. 05/01/2018-CFO/DE(S)

Imphal, the 31st August, 2019

To,

All DDOs, Education (S)
Manipur

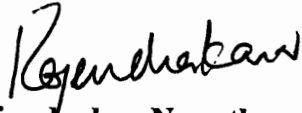
Subject: - Correction of wrong entry of employee details in the CMIS/CPIS Database.

Sir/Madam,

It is to bring to your notice that many of your staff has submitted application for doing necessary correction of their individual details in the CMIS database. However, correction of individual details cannot be processed due to lack of Original Documents. The process shall be taken up after due verification of the original documents such as Original Service Book and Matriculate Certificate at the level of the Nodal Officer (CPIS).

You are, therefore, informed to instruct your staffs to furnish the Original Service Book and Matriculate Certificate for timely verification of documents so that the process of correction of employee details may be taken up.

Yours faithfully,


(Rojendrakar Nongthomba)
Chief Finance Officer
Directorate of Education(S),
Manipur

Copy to:

1. The Director, Edn-(S), Manipur
2. Guard file