

**Government of Jammu and Kashmir**  
**Finance Department**  
(www.ikdat.nic.in)

**CIRCULAR**

**Subject: Corrections/ modifications in respect of employees' data in centralized Personnel Information System (CPIS).**

It has been observed that with the implementation of JkPaySys in the Union Territory of Jammu and Kashmir, the DDOs are frequently approaching this Directorate regarding fetching of employee data from common pool of CPIS, rectification in the personal details and posting details, besides accounting errors in generation of bills at JkPaySys.

There are prescribed forms (FORM 1 to FORM 8) in CPIS where information is to be recorded/updated from time to time. Certain fields in CPIS require one time updation while regular updation is required in other fields on promotion, transfer, etc.

The CPIS contains sensitive data like name, parentage, Date of Birth, Pay and pay scale, GPF/SLI/NPS, Bank details, nominees and posting details, etc. The name, Parentage and Date of Birth are recorded in the Service Book in beginning of the service career under signatures of the employee concerned to obviate any deviation while preparing the Service record of the employee. The correct information recorded in the beginning of the service career is basis for accurate and flawless maintenance of Service record.

With the intervention of Technology in maintenance of Service records followed by payments like Salary, wages, GPF etc, DDOs are approaching this Directorate for effecting corrections in the record of employees.

All these issues have been examined. In order to address these issues, there is a set procedure in relevant books governing the fields. The provisions regarding recording the Date of Birth of the employees and any changes thereafter are already laid down in the J&K Civil Services Regulations, 1956 under Article 35-A, 35-AA and Rule 287 under Chapter 12 of General Financial rules, 2017. In this regard, the Head of Department after following due procedure as given in the Rule Book in consultation with Administrative Department & Director Finance/FA/CAOs/AOs posted in the concerned office may allow the DDO to make the necessary corrections through NIC-JK Unit.


*marked*  
17/5/21

NIC-JK Unit shall allow changes in CPIS data with respect to sensitive data like Date of Birth, Employee Name, Parentage, Address, etc on recommendations of HoD. The DDO shall upload the Aadhar Number, PAN Number and the first page of Service Book of the employee on CPIS portal, besides ensuring data consistency. The NIC shall ascertain the duplicity of the CPIS number and after verification shall freeze the data under intimation to this Directorate along with the trailing data. The promotions/transfer/nominee data of employees on CPIS shall remain open for DDOs for its updation.

The correction in GPF/SLI code/ number and NPS Number shall also be made by the DDOs with the documentary proof. The data once updated shall not be allowed for alteration by NIC-JK.

Similarly, regarding change of Bank account of the employees, it is advised that the Bank account of the employee shall not ordinarily be changed as the banks are fully computerized with anywhere banking facilities. For proper and smooth functioning of online transactions in respect of employees/parties processed through JkPaySys, Treasury and e-Kuber, their personal information in respect of Bank account details shall be 100 % correct. In case of change in Bank/ Bank Account number of the employees, the DDO shall seek no objection certificate from the employee with respect to previous Bank for any outstanding loan/ advances, etc.

Subsequently, the NIC Unit shall allow the concerned DDO to update the data. Once the data is updated by the DDOs, no alteration shall be permissible. However, updation with respect to fields on account of promotion, transfer, pay regulation, nominee, etc shall be allowed by DDO on the basis of documentary proof for which DDO shall be personally responsible. The site shall be open for data updation in 3<sup>rd</sup> week of every month.

  
**(Mahesh Dass)**  
Director General,  
Accounts and Treasuries,  
Finance Department.  
Dated: 17.05.2021

No. DGAT/PS/DR/ 115

Copy to the:

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6. All Principal Secretaries to the Government, J&K
7. Principal Resident Commissioner, J&K Government, New Delhi.
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