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**Sher-e- Kashmir**  
**University of Agricultural Sciences & Technology,**  
**Administrative Block, Comptroller's Office**  
**Main Campus, Chatha-Jammu**

**Circular**


**Sub: Drawal of salary of all the employees of SKUAST-J through JKPaysys.**

Attention of all Unit/ Administrative Heads is invited towards Government instructions issued by Finance Department Circular vide No. FD-BDGT0GEN/19/2022-03-FINANCE DEPARTMENT dated: 07-11-2022 (copy enclosed) wherein it has been instructed that salary of all the employees working in Autonomous Bodies and Corporations shall be drawn through JKPaysys which requires to link the salary of all the employees with CPIS number. In this backdrop, it is enjoined upon all the Units/Administrative Heads to get the employees working under their administrative control registered on CPIS portal [www.jkcpis.nic.in](http://www.jkcpis.nic.in) by or before 07 Dec, 2022.

The proforma for updation of CPIS data of employees is appended as Annexure-'A' to this circular. It shall be the duty of DDOs of respective Units/Faculties of SKUAST-J to obtain all the relevant information from employees on the given performa by 30<sup>th</sup> November, 2022 and to ensure uploading of employees' data on CPIS portal complete in all respects (with mandatory uploading of Ist three pages of Service Book, after authenticating it with initial appointment order, and latest promotion order) by 7<sup>th</sup> December, 2022. **The salary for the month of December, 2022 shall be disbursed only in favour of those employees who are registered on CPIS portal.**

Furthermore, office of Chief Pay & Accounts Officer, SKUAST-J may be contacted for DDO login Id and password (mobile nos. 9419140335, 9419261999, Email id: [cpandaoskuastj@gmail.com](mailto:cpandaoskuastj@gmail.com))

This issues with the approval of HVC

  
Comptroller  
SKUAST-Jammu  
25/11/22

No. AUJ/Compt/CP&AO/2022-23/3886-345)  
Dated: 25-11-2022

Copy to:

1. All Officers of the University \_\_\_\_\_
2. All HOD's FoA/F.V.Sc. & AH/ F.B.Sc. \_\_\_\_\_
3. Coordinator, School of Biotechnology, SKUAST-J \_\_\_\_\_
4. All I/c Research Stations/ Units of SKUAST-J \_\_\_\_\_
5. Medical Officer, Health Centre Chatha/ R.S. Pura
6. Hostel Wardens Chatha/ R.S. Pura.
7. Nodal Officer, NKN & I/c Data Centre, SKUAST-J for uploading the circular on University website.
8. Chief Pay & Accounts Officer, SKUAST-J.
9. All Dy. Comptrollers/ Jt. Comptroller/ Accounts Officers / Asstt. Comptrollers.
10. SVC for kind information of Hon'ble Vice Chancellor.


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**Government of Jammu & Kashmir**  
**Finance Department, Civil Secretariat.**  
**Srinagar/Jammu.**  
**(Budget Division).**

**C I R C U L A R**

**Subject:**-Drawal of salary in respect of all the Corporations and Autonomous Bodies through JKPaysys.

- 1) The Salary of all the Government Employees in the UT of J&K is linked with the CPIS data. In order to link the Salary of employees working in Autonomous Bodies and Corporations with the CPIS number, all the Drawing & Disbursing Officers of the Autonomous Bodies and Corporations need to create DDO login on the CPIS Portal for registering all the employees of Autonomous Bodies and Corporations on CPIS platform.
- 2) It is accordingly enjoined upon all the Drawing & disbursing Officers to ensure uploading of employees data of respective Autonomous Bodies and Corporations working on substantive posts on the CPIS Portal by the end of 30<sup>th</sup> November, 2022. The CPIS data of employees borne on schemes posts which are co-terminous with the scheme and borne on internal resources shall not be generated by the respective Drawing and Disbursing Officers.
- 3) The budgetary support/ GIA required for drawing salaries for last quarter shall not be released unless all the employees of Autonomous Bodies and Corporations are registered on the CPIS Portal.
- 4) The Director Finance(s)/FA&CAOs of all the Departments shall ensure strict compliance of the circular instructions.
- 5) This issues with the approval of the competent authority.

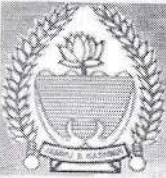
  
(Shafaat Yehya),  
Joint Director (Bgt.),  
Finance Department.

UO. FD-BDGT0GEN/19/2022-03-FINANCE DEPARTMENT. Dated:- 07-11-2022.

**Copy to the: -**

1. Ld. Advocate General, J&K High Court, Srinagar/ Jammu.
2. All Financial Commissioners.
3. Director General of Police, J&K.
4. Principal Accountant General (A&E), J&K, Jammu & Kashmir.
5. Principal Resident Commissioner, 5-Prithvi Raj Road, New Delhi.
6. All Principal Secretaries to the Government.

7. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
8. Joint Secretary (J&K), Ministry of Home Affairs, Government of India, New Delhi.
9. All Commissioner/ Secretaries to the Government.
10. Chief Electoral Officer, J&K.
11. Director General, J&K, Institute of Management, Public Administration and Rural Development.
12. Divisional Commissioner Kashmir/Jammu.
13. Chairperson, J&K Special Tribunal.
14. Registrar General, J&K High Court, Srinagar/ Jammu.
15. Director Anti Corruption Bureau, J&K.
16. Director General, Audit & Inspection/ Budget/Accounts & Treasuries/ Fund Organization/Codes/Local Fund Audit and Pension.
17. Director General Development Expenditure Division-II, Finance Department.
18. All Heads of Departments/ Managing Directors/ Chief Executive Officers of State PSU's/ Autonomous Bodies.
19. All District Development Commissioners.
20. Director Information, J&K.
21. Director Archives, Archeology and Museums, J&K.
22. Secretary, J&K Public Service Commission.
23. Secretary, J&K Legislative Assembly.
24. Director Estates, J&K.
25. Director Development Expenditure Division-I, Finance Department.
26. Director, Accounts & Treasuries, Kashmir/ Jammu.
27. Director/Principal, Northern Accountancy Training Institute Jammu.
28. All Director Finance(s)/ Financial Advisors & CAOs.
29. All Director(s) Planning/Joint Directors Planning.
30. SIO, NIC, Civil Secretariat, J&K.
31. Principal, Accountancy Training Institute Srinagar.
32. Joint Director(s) Funds Organization, Srinagar/Jammu.
33. All Treasury Officers.
34. General Manager, Government Press Srinagar/Jammu.
35. Private Secretary to Hon'ble Lieutenant Governor, J&K.
36. Private Secretary to Advisor(B) to the Hon'ble Lieutenant Governor, J&K.
37. Private Secretary to the Chief Secretary, J&K.
38. Private Secretary to the Financial Commissioner (Additional Chief Secretary), Finance Department.
39. All Officers/ AAOs/Section Officers of Finance Department.
40. I/C Website, Finance Department ([www.jakfinance.nic.in](http://www.jakfinance.nic.in)).
41. I/C Website, General Administration Department ([www.jkgad.nic.in](http://www.jkgad.nic.in)).
42. Government Order file(W2scs).



# CENTRALIZED PERSONNEL INFORMATION SYSTEM

GOVERNMENT OF JAMMU & KASHMIR

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**ANNEXURE - 'A'** Circular No. A-1/GMP/CA/70/22-23/  
3886-3951  
dt - 25-11-22

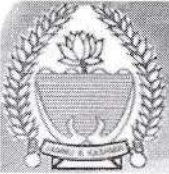
Welcome : CP&AO, COMPTROLLER OFFICE SKAUST JAMMU(GNJAGR0015)

Logout

Employee Details

DDO	CP&AO, COMPTROLLER OFFICE SKAUST JAMMU---GNJAGR0015		
Department	Agriculture Department		
Field Department	S K U A S T J A M M U		
Aadhaar No	<input type="text"/>	PRC File No	<input type="text"/>
First Name*	<input type="text"/>	Last Name	<input type="text"/>
DOB*	<input type="text"/>	Religion*	--Select-- ▼
Birth Place District	--Select-- ▼	Service Type*	--Select-- ▼
Father Name	<input type="text"/>	Mother Name	<input type="text"/>
Category*	--Select-- ▼	Sub-Category	--Select-- ▼
Nationality	INDIAN	Sex*	--Select-- ▼
Blood Group	--Select-- ▼	Marital Status *	--Select-- ▼
Spouse Name	<input type="text"/>	Spouse Profession	--Select-- ▼
If spouse working in Govt. Department			
Spouse Department	--Select-- ▼		
Spouse Designation	--Select-- ▼		
Upload Photo	<input type="button" value="Choose File"/> No file chosen Image size should be 20 KB(Only JPEG Format)		
Save			

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Enter EmpID \*

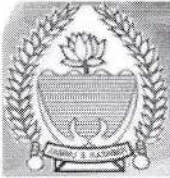
Joining Details Salary Details

### Salary Details

Pay Commission:	--Select Pay Commission--	PAN No. :	<input type="text"/>
Current Pay Band:	<input type="text"/>	Basic Pay :	<input type="text"/>
Grade Pay :	--Select--	Deduction Type :	--Select--
Personal/Special Pay :	<input type="text"/>	NPS No :	<input type="text"/>
GPF No :	<input type="text"/>	GIS/SLI Member :	No.....N
DA/COLA :	No.....N	GIS/SLI Number :	<input type="text"/>
Non Practicing Allowance :	No.....N	10 % Employer's Share :	<input type="text"/>
Charge Allowance :	No.....N	2 1/2 Days Pay :	No.....N
CCA :	No.....N	Pocket Money :	No.....N
Medical Allowance :	No.....N	Settlement Allowance :	<input type="text"/>
Temp. Move Allowance :	No.....N	Fixed T.A. :	<input type="text"/>
HRA :	No.....N	Record Allowance :	<input type="text"/>
Risk Allowance :	No.....N	Special Duty Allowance :	<input type="text"/>
Border Allowance/CA :	No.....N	Any Other Allowance :	No.....N
Ration Money Allowance :	No.....N	Allowance Name 1 :	<input type="text"/>
Hardship Allowance :	No.....N	Amount :	<input type="text"/>
Kit Maint. Allowance :	No.....N	Allowance Name 2 :	<input type="text"/>
Conveyance Allowance :	No.....N	Amount :	<input type="text"/>
Bank Name :	Jammu and I	Total Deduction :	<input type="text"/>
Total Salary (Inc. Allowances) :	<input type="text"/>		
Saving A/c No. :	<input type="text"/>		
BranchName :	--Select--		

Save

Entitlement of Pension :	--Select--
Contribution to NPS(Employee+Employer) :	<input type="text"/>
Accumulations Under NPS(Including Earning from investment of contribution) :	<input type="text"/>
<b>Leave Details</b>	
Accumulations of Earned Leave	As on Date <input type="text"/>
Total No of EL Accumulated :	<input type="text"/>
From :	<input type="text"/>
To :	<input type="text"/>
Period of EL Availed(Recently) :	
Number of Times Maternity Leave availed :	<input type="text"/>
Accumulations of Half Pay Leave	As on Date <input type="text"/>
Total No of days Accumulated :	<input type="text"/>
From :	<input type="text"/>
To :	<input type="text"/>
Period of HPL Availed(Recently) :	
Period of Suspensions (If Any..) :	<input type="text"/>
Major Penalty Imposed, if any :	<input type="text"/>
Monthly Income of Parents from all sources :	<input type="text"/>



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### Contact Details

Enter Empid\*

Current Designation\*

Current Post

Current Cadre  Current Sub cadre

Current Office

**Residential Address**

H

Street Name

Place

Pin

State

District

Tehsil

Village

Phone Number

Home Town

**Permanet Address**

Permanent Address is same as Residential Address

Street Name

Place

Pin

State

District

Tehsil

Village

Phone Number

Hown Town

Mobile No

Email

Yes  No

Govt Accomodat\*

Accomodation Details

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### Qualification Details

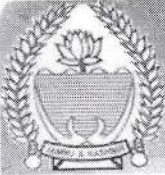
Enter EmpID\*

Qualification Type	Course*	University	Marks(%)	Qualification Year	Grade
--Select--	<input type="text"/>	--Select--	<input type="text"/>	--Select--	<input type="text"/>

[Save](#)

Select for Modification.

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### Promotion Details

Enter EMPID\*

Name of The Office *	Promoted as(Designation)*	Promotion Date(dd/MM/yyyy)	Govt. Vide No.
<input type="text"/>	--Select--	__/__/__	<input type="text"/>
Upload Order	<input type="button" value="Choose File"/> No file chosen	Max size 220 KB(Only in PDF Format).	

Select for Modification.

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### Posting Details

Enter EMPID \*

Name of the Office*	Designation*	Posting/Deputation	Date from(dd/MM/yyyy)	Date to (dd/MM/yyyy)
<input type="text"/>	--Select--	<input checked="" type="radio"/> Posting <input type="radio"/> Deputation	__/__/__	__/__/__
Upload Order	<input type="button" value="Choose File"/> No file chosen	Max size 220 KB(Only in PDF Format).		

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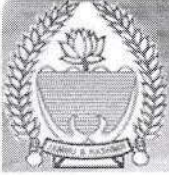
### Nominee Details

Enter EMPID\*

Sheme Name*	Nominee Name*	Relation	DOB	Share(%)*
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="_/_"/>	<input type="text"/>

Select for Modification.

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Enter EMPID*	<input type="text"/>
Name	<input type="text"/>
Relation	<input type="text"/>
DOB	<input type="text"/>
	<small>e.g 15/03/2007</small>
	<input type="button" value="ADD"/>

**Select for Updation. Once Updation is done then press Verify Button.**

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Enter EmpID \*

Upload Service Book(First Page Only) ✓

✓ Upload Order

No file chosen

Max size 500 KB(Only in PDF Format).

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