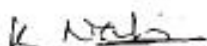


GOVERNMENT OF MANIPUR
SECRETARIAT: CHIEF SECRETARY'S CONFIDENTIAL BRANCH

C I R C U L A R

Imphal, the 17th February, 2022

No. 4/1/2018-ACR (OS): All Manipur Civil Service and Manipur Police Service officers are requested to furnish the details required under the annexed PIMS Template to the undersigned at nalini.konsam@gov.in at the earliest for smooth completion of deployment of SPARROW for MCS and MPS officers.


17/2/22
(Konsam Nalini Devi)
Deputy Secretary (ACR)
Government of Manipur

Copy to:

1. Staff Officer to the Chief Secretary, Govt. of Manipur.
2. Joint Secretary (DP), Govt. of Manipur.
3. All MCS Officers of Manipur.
4. All MPS Officers of Manipur.
5. ☒ Website Manager, Govt. of Manipur for uploading on the Govt. website.
6. Guard File.

PIMS TEMPLATE:

*: mandatory fields

Sl. No.		
1.	Employee Code	
2.	Appellation*(Mr,Ms,Dr,Shri,Smt)	
3.	Employee Name	
4.	NIC e-mail ID*	
5.	Gender	
6.	Father's Name	
7.	Date of Birth*	
8.	Nationality	
9.	Religion	
10.	Category	
11.	Service*	
12.	Cadre*	
13.	Organisation*	
14.	Organisation from date	
15.	Designation*(Deputy Director)	
16.	Designation Suffix (Admin)	
17.	Designation Joining Date	
18.	Type of Appointment	
19.	Appointment order Date	
20.	Allotment Year/Batch*	