

CHAPTER : 15 – CONDUCT RULES

(15.1)

**Government of Nagaland
Department of Personnel and Administrative Reforms
(Administrative Reforms Branch)**

NO. APPT(BT)-8/6/68(PT-III)

Dated Kohima, the 30th March 1977

MEMORANDUM

It has come to the notice of the Government that a Government servant involves himself while dealing with a case concerning his own community and acts in a manner which is prejudicial to the interest of the Government. Such involvement naturally precludes him to act according to his best judgement.

2. Under clause (ii) of Rule 4 (2) of the Nagaland Government Servants Conduct Rules, to the notice of all appointing authorities and to request them to forbid the Government servants to undertake or ask him to abandon any such work, if it is in its opinion undesirable or likely to occupy so much of his time as to interfere with his official duties. It may also be brought to the notice of all Government servants working under them that such religious activities at the cost of official duties will be considered to be a reach of Rule 15 (2) of the Nagaland Government Servants Conduct Rules, 1968.

3. The receipt of this memorandum may be acknowledged.

Sd/- I. LONGKUMER
Secretary to the Government of Nagaland.

(5.2)

**Government of Nagaland
Department of Personnel & Administrative Reforms
(Administrative Reforms Branch)**

NO. APPT(B)-8/6/68(2)

Dated Kohima, the 21st April, 1977

OFFICE MEMORANDUM

Sub :- Declaration of assets by the Government Servant

The undersigned is directed to invite attention of all the Government servants to Rule 13 of the Nagaland Government Servants Conducts Rules 1968 as amended vide this Department's notification of even number dated the 27th May, 1976, and to say that the Government servants do not appear to have been following the provision of this rule strictly.

1. Rules 13 (1) of the Conduct Rules requires every Government Servant to submit on his first appointment to any service of post and there-after every year as on first January a return of his assets and liabilities. It has been noticed that most of the Govt. Servants are not submitting the return to the appropriate authorities. This return should be submitted immediately after first January every year, so as to reach the appropriate authorities not later than 31st January.
2. According to Rule 13 (3) of the Nagaland Government Servants Conduct Rules, 1968 every Government servant shall report to the prescribed authority every transaction concerning movable property owned or held by him either in his name or in the name of a member of his family if the value of such property exceeds Rs.1000/- in case of Government servant holding Class-I or Class II post or Rs 500/- in the case of Govt. servant holding a Class III or Class IV post:-Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is:-
 - (i) With a person having official dealings with the Government servants.
 - or**
 - (ii) Otherwise than through regular or reputed dealings.

This provision does not appear to have been complied with by any Government servant or by most of the Government, servants so far. A scrutiny of the property returns of class I officers reveals that the purchase of any movable property has never been intimated to the authorities as required by the rules. Most of the officers possess refrigerators, tape-recorder and costly radios and transistors costing more than Rs.1000/- but no officer has stated that prior intimation has been made before such purchases are made.

3. All government servants may please note that failure to comply with the above provisions of the Conduct Rules will entail disciplinary action against them. All the Departments of the Government Heads of Departments and officers are requested to bring the above instructions to the notice of the employees working under them and ensure that they strictly comply with the provisions of the Conduct Rules referred to above.

The receipt of this memorandum may be acknowledged.

Sd/- A.SHANMUGAM

Joint Secretary to the Government of Nagaland.

(15.3)

**Government of Nagaland
Personnel and Administrative Reforms Department
(Personnel Branch)**

NO. PAR/MIS-6/81

Dated, Kohima, the 1st August 1981.

OFFICE MEMORANDUM

Instances have come to the notice of the Government that some Administrative Officers are in the habit of submitting petitions/representations regarding their service matters direct to the Government issued from time to time in this regard. Such practices are against the official procedure and decorum and attracts Rule 19 of the Nagaland Government Servants Conduct Rules, 1968.

2 It is, therefore, impressed upon all Government Servants and the Administrative Officers in particular that such improper practice should be discontinued forth with. If any such petition/representation received direct from any Government Servant in future he will be liable to be punished for violation of the Government of Servants Conduct Rules.

3. All Administrative Departments of the Government and Heads of Departments & deputy Commissioners/Addl. Commissioners are requested to bring it to the notice of the officers/officials with their direct Administrative control.

4. The receipt of the Office Memorandum may please be acknowledged.

Sd/- A. SHANMUGAN

Secretary to the Govt. of Nagaland

(15.4)

**Government of Nagaland
Department of Personnel Administrative Reforms
(Vigilance Branch)**

No.PAR/VIG/2/13/82

Dated Kohima, the 4th Dec, 1982.

OFFICE MEMORANDUM

SUB:-TAKING PART IN POLITICS AND ELECTION.

Instances have come to the notice of the Govt. that some of the Govt. Servants are indulging themselves in politics and freely canvassing for the political party for the ensuing election. It has, therefore, become necessary to draw their attention once again to Rule 24 (1)(2) of the Nagaland Government Servants Conduct Rules, 1968 which debar a Government Servant to become a member of or be otherwise associated with any political party or any organisation which takes part in politics or canvass or otherwise interfere with or use his/her influence in connection with or stand as a candidate etc. The said Rule is reproduced below for reference:-

Rule 24-TAKING PART IN POLITICS AND ELECTION:-

(1) No Government servant shall be a member of, or be otherwise associated with, any political party or any Organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity, candidate or take part in an election to any legislative or local authority:

(2) No Government servant shall canvass or otherwise interfere with, or use his influence in connection with or stand as a candidate or take part in an election to any Legislature Local authority:-

Provided that:-

- (i) A Government servant qualified to vote at such election may exercise his right to vote, but where he does so he shall give no indication of the manner in which he proposes to vote or has voted.
- (ii) A Government servant shall not be deemed to have contravened the provision of these rules by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

NOTE 1. The display by a Government servant on his person or vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of these rules.

NOTE 2. A Government servant who has reason to believe that attempts are being made to induce him to break the provision of this rule by or on behalf of an official superior or superior shall report the facts to the Chief Secretary to the Government of Nagaland.

NOTE 3. Proposing or seconding the nomination of a candidate at an election or acting as a Polling Agent shall be deemed as an active participation in the election.

NOTE 4. If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Government thereon shall be final.

It is, therefore, once again emphasized that the Govt. employees should not only maintain absolute political neutrality but should also appear to do so. They should not participate in the activities of or associate themselves with, any organisations in respect of which there is the slightest reference or think that the organisations has a political aspect.

If any specific complaints are received by the Departments and stern action will be taken against the delinquent Govt. Servants same shall be viewed seriously for contravention of rule 24 (1) (2) of the Nagaland Govt. Servant Rules, 1968.

The Govt. Departments/Heads of Departments shall bring the contents of this Memorandum to the notice of all Govt. Servants serving under their administrative control for strict compliance.

Sd/- Z. OBED

Chief Secretary to the Govt. of Nagaland.

(15.5)

**Government of Nagaland
Department of Personnel & Administrative Reforms
(Vigilance Branch)**

NO.AR-11/7/76 (VIG)

Dated Kohima, the 17th March'1983

OFFICE MEMORANDUM

Sub:- TAKING PART IN DEMONSTRATION BY GOVERNMENT SERVANTS.

It has come to the notice of the Government that Government Servants are participating in recent demonstration/agitation against the policy of the Government. All the Government Servants are expected to be aware that they cannot engage themselves or participate in any demonstration /agitation which are prejudicial to the security of the State and Public order. The attention of all the Government Servants is, therefore, drawn to Rule 25 (3) (i) of the Nagaland Government Servants Conduct Rules, 1968 which prohibits a Government Servant to engage himself or participate in such demonstration/agitation against the Government. The relevant provision of the Rules is reproduced below for information and compliance by all the Government Servants:-

“25(3) (i) No Government Servant shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India , the security of the State, friendly relations with foreign State public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence”.

It is, therefore, emphasized that no Government Servant should engage himself or participate in any demonstration/agitation stern action will be taken against the delinquent Government servants for contravening Rules 25 (3) (i) of the Nagaland Government Servants Conduct Rules, 1968.

All the Departments of the Government and Heads of Department shall bring the contents of this Office Memorandum to the notice of all Government servants serving under their Administrative control for strict compliance.

Sd/- I. LONGKUMER

Chief Secretary to the Govt. of Nagaland.

(15.6)

**Government of Nagaland
Department of personnel & Administrative Reforms
(Administrative Reforms Branch)**

NO.AR-13/2/85

Dated Kohima, the 13th December, 1985.

MEMORANDUM

Instance have come to the notice of the Government that a number of Government employees are found to be actively engaged in executing contract and supply works in various Department under the State Government offices. It has also been detected that such works are executed in the names of relatives or by using fictitious names.

Since the practice is contrary to the Government Servant Conduct Rules, it is impressed upon all concerned that State Government employees should refrain from doing contract works or engaging in service.

Henceforth, any Government employees found to be indulging in such activities will be dealt with according to appropriate provisions of the Nagaland Government Servants Conduct Rules, 1968.

Sd/- I. LONGKUMER
Chief Secretary to the Govt. of Nagaland.

(15.7)

**Government of Nagaland
Home Department
Secretariat Administration Branch**

OFFICE MEMORANDUM

NO.SAB-29/1/84(PT)

Dated, Kohima, the 5th Sept. 1986

Sub:-Security of official information and documents.

Of late, it has come to the notice of the Government that copies of the notes orders on case receded on official files are made available to official and non-officials who were interested in such cases. It has also become a practice to carry files by interested persons from officer to officer or from Branch to Branch. Outsiders are also getting easy access to the Branches of Department to collect information to various types.

2. According to para 118 of the Manual of Office Procedure, Nagaland Secretariat, entry to Secretariat buildings is controlled by the issue of permanent and temporary passes. Members of the public are not allowed to visit the Departments and members of staff. If they have any business pending in a Department they may call on the Branch officer or other Departments or Branches on official Government servants visiting other Departments or branches on official business should only see the Superintendent. For any personal visit, the member of the staff should go outside the Department to meet the visitor with the permission of the superintendent.

3. Under the Nagaland Government Services (Conduct) Rules, 1968 a Government servant should not, unless empowered by a competent authority, communicate to another Government servant or to a non-official person or the press, any document or information which has come into his possession in the course of his public duties. Under the provisions of the Indian Officials Secret Act, 1923, it is a criminal offence (a) to possess or communicate without proper authority such information or document (b) to receive any such information or document, with the knowledge or with reasonable ground for the belief that is communicated in contravention of the orders and (c) to attempt to commit or abet the commission of an offence as aforesaid. In other words, it should be clearly understood that all communications received in a Departments, as well as the papers connected with it are to be regarded as confidential so far as the public and government employees, other than those who are required to handle them in the course of their duties, are concerned and Government servants are prohibited from communicating or making any reference, direct or indirect, to any information required by them in the source of their official duties to anyone unless its communication is authorised by a competent authority.

4. If the above instructions are strictly followed by the officers and staff of the Nagaland Secretariat and entry to Secretariat buildings is controlled by the security staff posted at the check gate, there should not be any occasion of unauthorised communication of official information or handing of office files and papers by unauthorised persons. All concerned are, therefore, requested to adhere to the instructions contained in paras 2 & 3 above strictly. Any laxities or lapses on the part of an official will be dealt with suitably according to rules in force. This may be noted carefully by all concerned.

5. The receipt of this office Memo may kindly be acknowledged.

Sd/- LALHUMA
Secretary to the Govt. of Nagaland.

(15.8)

Government of Nagaland
Department of Personnel and Administrative Reforms
(Vigilance Branch)

No. PER/VIG/77

Dated Kohima, the 2nd March' 1988

OFFICE MEMORANDUM

1. It is come to the notice of the Govt. that some of the Departments/ Offices are not acting on the advice of the Vigilance Commission in the matter of disposal of Disciplinary Proceedings against officers/staff. Besides some Departments/office are also in habit of not complying with the request of the Vigilance Commission which they need for investigation of vigilance cases against the Govt. servants.

2. As per Govt. Resolution No. CON. 58/75 dated the 9th April, 1976 by which the State Vigilance Commission had been set up, the Commission have power and jurisdiction in respect of following matters:-

- (a) To undertake any enquiry into any transaction in which a public servant is suspected or alleged to have acted for improper purpose or in a corrupt manner;
- (b) To cause an enquiry or investigation to be made on any complained that a public servant has exercised or refrained from exercising his powers for improper or corrupt purposes.
- (c) To enquire into complaints of corruption, misconduct lack of integrity or other kinds of malpractices or misdemeanors on the part of the public servant including members of the All India Services;
- (d) To make recommendations as may be appropriate after enquiry or investigation to the Department of the Govt.
- (e) To initiate at such intervals as it considers suitable review of procedure and practices of administration in so far as they relate to maintenance of integrity in administration;
- (f) To collect such statistics and other information as may be necessary;
- (g) To submit Annual Report to the Home Minister about its activities and that the report shall be laid by the Home Minister before the State Assembly drawing particular attention to any recommendation made by it which had not been accepted or acted upon by disciplinary/administrative authorities

3. In accordance with the provision of Sub-rule 10 of Rule of the Nagaland Services (Discipline and Appeal) Rules, 1967 cases involving the integrity of the delinquent Govt. Servants are to be forwarded to the Vigilance Commission by the Disciplinary authority for advice and to receipt of advice of the Vigilance Commission the Disciplinary Authority is to pass appropriate orders taking into account the advice tendered by the Vigilance Commission. The advice tendered by the Vigilance Commission in such cases is mandatory requirement. In cases, where the Disciplinary Authority does not agree with the advice of the Vigilance Commission the reason for not accepting the same shall have to be recorded.

It is therefore, impressed upon all concerned that whenever any information relating to the Vigilance cases are called for by the Vigilance Commission, action shall be taken on priority basis for compliance. The advice of the Vigilance Commission shall be obtained in disciplinary cases involving integrity as per provision of the Nagaland Service (Discipline and Appeal) Rules, 1967.

It shall be noted by all concerned that any failure to give due priority to Vigilance cases shall be regarded as a dereliction of duty and will be suitably dealt with.

The receipt of the Office Memorandum may please be acknowledged.

Sd/- T.P. IMCHEN
Secretary to the Govt. of Nagaland.

(15.9)

**Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)**

MEMORANDUM

No AR-2/6/89

Dated Kohima, the 7th Sept' 1989.

Sub:- SUSPENSION OF OFFICIALS-FOLLOW UP OF ACTION THEREOF.

The undersigned is directed to state that some officials are suspended on the grounds of indiscipline, corruption etc; while executing their duties. They are guided by specific rules and directives of the department, violation of which will make them liable to disciplinary action. The Administrative department should draw up charges and take action as deem fit based on the outcome of the enquiry report. Every individual concerned is responsible for his/her action or inaction. It has been observed that some serious sets of indiscretion and indiscipline have been committed by officers of various departments. In some cases where officers were involved in the same transactions, some departments have taken action while others appear not to have taken any action against such lapses. In the public interest responsibility in such cases must be fixed to ensure equality and justice to all Govt. Servants.

Sd/- C.Y KITHAN

Additional Secretary to the Govt. of Nagaland

(15.10)

**Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)**

NOTIFICATION

NO.AR-3/GEN-28/98

Dated Kohima, the 22nd May' 2000

In exercise of the power conferred by proviso to Article 300, the Governor of Nagaland hereby makes the following rules further to amend the Nagaland Government Servants Conduct Rules, 1968 namely:-

- 1 (i) These Rules may be called the Nagaland Government Servants Conduct Amendment Rules, 2000.
(ii) They shall come into force on the date of their publication in official gazette.
- 2 In the Nagaland Government Servants Conduct Rules, 1968 after Rules 4 and the following new Rule shall be inserted namely:-

“4. A- Prohibition of sexual harassment of working women.
(i) No Government Servant shall indulge in any act of sexual harassment of any women at her work place.
(ii) Every Government servant who is in charge of work place shall take appropriate steps to prevent sexual harassment to any women at such work place.

Explanation- for this purpose of this Rule, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:-

- (a) Physical contact and advances.
- (b) Demand or request for sexual favours,
- (c) Sexually coloured remarks:
- (d) Showing any pornography: or
- (e) Any other unwelcome physical, verbal or non verbal conduct of a sexual nature.

Sd/- RAGHU MENON

Principal Secretary to the Government of Nagaland

(15.11)

**Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)**

MEMORANDUM

NO.AR-15/7/94

Dated, Kohima, the 26th March'2001

Sub:-Disciplinary proceedings against officials appointed on election duty

The undersigned is directed to forward herewith on order NO.4/2001/JS-11 dated 7/2/2001 alongwith its enclosures received from the Election Commissions of India on the subject cited above for information and necessary action.

Enclo:-As stated.

Sd/- IMJUNG M.PANGER

Deputy Secretary to the Govt. of Nagaland

(Cont of 15.11)

ELECTION COMMISSION OF INDIA

NO.4/2001/JS-11

Dated 7th February 2001.
NirvachanSadan, Ashoka Road
New Delhi-110001

Sub:- Disciplinary proceedings against officials appointed on election duty

The question of true purport and extent of disciplinary jurisdiction of the Commission under Section 13CC of the Representation of the People Act, 1950 and Section 28A of Representation of the People Act,1951, was raised before the Hon'ble Supreme Court in Writ Petition (C) No606 of 1993 (Election Commission of India Vs, Union of India and others).

The Hon'ble Supreme Court by its order dated 21.9.2000, disposed of the above Writ Petition in terms of the Terms of Settlement arrived of between the Commission and the Union Government and accepted in toto by State Government of Tripura, Maharashtra, Tamil Nadu, Andhra Pradesh and Mizoram.

The terms of settlement referred to above are reproduced below:-

“That the disciplinary functions of the Election Commission of India over officers, staff and police deputed to perform election duties during election period shall extend to:-

- (a) Suspending any officer/official/police personnel for insubordination or dereliction duty.
 - (b) Substituting any officer/official/police personnel by another such person, and returning the substituted individual to the cadre to which he belongs, with appropriate report on his conduct.
 - (c) Making recommendation to the competent authority for taking disciplinary action. For any act of insubordination or dereliction of duty, while on election duty such recommendation shall be promptly acted upon by the disciplinary authority and action taken will be communicated to the Election commission, within a period of six months from the date of the election commission's recommendations.
 - (d) The Government of India will advise the State Governments that they too shall follow the above principles and decisions since a large number of election officials are under their administrative control.
1. In supersession of the Commission's order No.509/General/96. J.S.I. dated 18th March 1996 the Commission hereby directs that the disciplinary action against officers, staff and police personnel deputed to perform election duties during an election shall hereafter be governed by the above principles and decisions agreed to between the Union Government and the Election Commission and as recorded by the Supreme Court of India in its Order dated 21.9.2000 in Writ Petition (C) No.606 of 1993 (Election Commission of India Vs. Union of India and Others).
 2. In this connection, a copy each of the letters dated 7-11-2000 and 8-11-2000 issued by the Govt. of India, Department of Personnel and Training is enclosed.

By Order.

Sd/- K.J.RAO
Secretary

(Cont of 15.11)
Government India
Ministry of Personnel Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi dated the 7th November, 2000.

OFFICE MEMORANDUM

Sub:- Disciplinary jurisdiction of Election Commission of India over government servants deputed for election duties.

The undersigned is directed to say that one of the issues in Writ Petition(C) No.606/1993 in the matter of Election Commission of India vs. Union of India & Others was regarding jurisdiction of Election Commission of India over the Government servants deputed for election duties under Section 28A of the Representation of the People Act, 1951 and Section 13CC of the Representation of the People Act, 1950. The Supreme Court its order dated 21.9.2000 disposed of the said petition in terms of the settlement between the Union of India and Election Commission of India. The said Terms of Settlement are as under:-

The disciplinary functions of the Election Commission over officers and staff and police deputed to perform election duties shall extend to –

- a) Suspending any officer/official/police personnel for insubordination or dereliction of duty.
 - b) Substituting any officer/official/police personnel by another such person and returning the substituted individual to the cadre to which he belongs with appropriate report on his conduct;
 - c) Making recommendation to the competent authority, for taking disciplinary action, for any act of insubordination or dereliction of duty, while on election duty. Such recommendation shall be promptly acted upon by the disciplinary authority, and action taken will be communicated to the Election Commission; within a period of 6 months from the date of the Election Commission's recommendation.
 - d) The Government of India will advise the State Governments that they too should follow the above principles and decisions, since a large number of election officials are under their Administrative control”
2. The implication of the disposal of the Writ Petition by the Supreme Court in terms of the above settlement is that the Election Commission can suspend any officer/official/police personnel working under the Central Government or Public Sector Undertaking or an autonomous body fully or substantially financed by the Government for insubordination or dereliction of duty and the Election Commission can also direct substituting any officer official police personnel by another person besides making recommendations to the Competent Authority for taking disciplinary action for insubordination or dereliction of duty while engaged in the preparation of electoral rolls or election duty. It is also clarified that it is not necessary to amend the service rules for exercise of powers of suspension by the Election Commission in this case since these powers are derived from the provisions of Section 13 CC of the Representation of the People Act, 1950 and Section 28 A of the Representation of the People Act. 1951 since provisions of these Acts would have overriding effect over the disciplinary rules. However, in case there are any conflicting

provisions in an Act governing the disciplinary action the same are required to be amended suitably in accordance with the Terms of Settlement.

3. All Ministries Departments are requested to bring the above Terms of Settlement to the notice of all concerned for information and compliance.

Sd/- Smt. S. Bandopadhyay
Director

(Cont of 15.11)

No110127/98-Estt(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, dated the 8th November, 2000

To,

The Chief Secretaries of all the State Governments/UT Administrations.

Sub:- Disciplinary jurisdiction of Election Commission of India over Government servants deputed for election duties.

Sir,

I am directed to say that one of the issues in Writ Petition (C) No. 606/1993 in the matter of Election Commission of India vs. Union of India & Others was regarding jurisdiction of Election Commission of India over the Government servants deputed for election duties under section 28A of the Representation of the People Act, 1951 and Section 13 CC of the Representation of the People Act, 1950. The Supreme Court by its order dated 21.9.2000 disposed of the said petition in terms of the Terms of the Settlement agreed between the Union of India and Election Commission of India. The said Terms of Settlement are as under.

“The disciplinary functions of the Election Commission over officers, staff and police deputed to perform election duties shall extend to :-

- a) Suspending any officer/official/police personnel for insubordination or dereliction of duty.
- b) Suspending any officer/official/police personnel by another such person and returning the substituted individual to the cadre to which he belongs, with appropriate report on his conduct.
- c) Making recommendation to the competent authority, for taking disciplinary action, for any act of insubordination or dereliction of duty while on election duty. Such recommendation shall be promptly acted upon by the disciplinary authority, and action taken will be communicated to the Election Commission within a period of 6 months from the date of the Election Commission’s recommendation.
- d) The Government of India will advise the State Governments that they should follow the above principles and decisions, since a large number of election officials are under their Administrative control.

- e) Government of India has issued instructions to bring the above terms of settlement to the notice of all concerned for information and compliance vide O.M.No.11012/7/987-Estt.(A) dated 7th November, 2000. It is requested that the State Governments may follow the Terms of Settlement above mentioned in the case of officials deputed for election duties by the State Government.

Yours faithfully,

Sd/- HARINDER SINGH
Joint Secretary (E)

(15.12)

Government of Nagaland
Department of Personnel & Administrative Reforms
(Vigilance Branch)

NOTIFICATION

Dated, Kohima, the 6th May, 2004.

No.PER/VIG/7/7/92 : : In exercise of the power conferred under Rules 6 (1) of the Nagaland Service (Discipline and Appeal) Rules, 1967, the Governor of Nagaland hereby declares Deputy Secretary and above in the Nagaland Civil Secretariat as empowered officers for suspending the Secretariat Staff (Group C & D) in the Department/Branches under their control.

1. Wherever, an employee has been suspended by an Officer other than the appointing authority using the powers delegated by this Notification, the Officer will send at the earliest the copy of the suspension order to the Home Department for initiating Departmental proceeding. The detailed report may include the draft 'Articles of charges. 'Imputations of Misconduct' documents substantiating the Articles of Charges and the list of witnesses.

Sd/- R.S. PANDEY
Chief Secretary to the Govt. of Nagaland

(15.13)

**Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)**

No. AR-8/37/81 (Pt)

Dated, Kohima, the 30th April, 2013

OFFICE MEMORANDUM

Sub:- Representation received from the Government employees/NGOs/Agencies in service matters.

Despite various instructions issued from time to time from the Government, many Government employees are attempting to exert influence on matters pertaining to their service through Public Leaders/Tribal Associations/NGOS. It has also been observed that the Government servants often submit petition to the Government or higher authority without routing through their immediate departmental heads in violation of Rule 19 and 20 of the Nagaland Government Servants Conduct Rules, 1968. The tendency to bring such outside influence on service matters has been viewed very seriously by the Government and it was decided that this needs to be discouraged as it amounts to violation of the Nagaland Government Servants Conduct Rules, 1968.

All Administrative and Heads of the Departments shall take note of the provisions of the conduct rules and initiate suitable action against those employees who indulge in exerting influence from outside and who submit petitions/representations to a higher authority without routing through their Heads of Office/Department.

Sd/- ALEMTEMSHI JAMIR

Chief Secretary to the Government of Nagaland.

(15.14)

**Government of Nagaland
Personnel and Administrative Reforms
(Administration Reforms Branch)**

Dated: Kohima the 26th July, 2013

NOTIFICATION

NO.AR-3/Gen-28/98 // In the interest of public services, the Governor of Nagaland is pleased to designate Secretary, Women Development, Government of Nagaland as the State Level Officer to coordinate all issues connected with the welfare of women and children in the State of Nagaland, including matter relating to sexual harassment of women and children.

The Officer should collect the required information, if any, and give suitable directions whenever necessary.

Sd/- C.J. PONRAJ
Additional Chief Secretary to the Govt. of Nagaland