

## **CHAPTER : 4 – CONSTITUTION OF VARIOUS COMMITTEES**

(4.1)

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

**NOTIFICATION**

NO.AR-11/10/75

Dated Kohima, the 17<sup>th</sup> April/1979.

In supercession of this Department's Notification of even number dated 10/1/1977, the Governor of Nagaland is pleased to reconstitute Selection Committee for each District and each Sub-Division consisting of the following officers for direct recruitment to all Class 111&IV posts except technical post in all District and Sub-Divisional offices:-

**District Selection Committee :**

- |      |  |                    |
|------|--|--------------------|
| i)   | The Deputy Commissioner                                | : Chairman         |
| ii)  | The Head of office for which recruitment is to be made | : Member Secretary |
| iii) | The Deputy/Asstt. Director of the Department Concerned | : Member.          |

**Sub-Divisional Selection Committee:**

- |      |  |                     |
|------|--|---------------------|
| i)   | The Additional Deputy Commissioner/SDO (Civil)                                 | : Chairman          |
| ii)  | The Head of the office in the Sub-Division for which recruitment is to be made | : Member Secretary. |
| iii) | The Deputy/Asstt. Director of the Department concerned                         | : Member            |

In case of a Department where there is no Head of office either at the District or Sub-Divisional Headquarters the Deputy Director or the Assistant Director of concerned Department shall be the Member Secretary of the Selection Committee and the Deputy Commissioner/Additional Deputy Commissioner/Sub-Divisional Officer of the concerned District/Sub-Division shall co-opt a senior officer at the District/Sub-Divisional Headquarter to be a member of the Selection Committee for the particular meeting only.

The appointing authority will notify the vacancy to the Employment Exchange or advertise it calling application from eligible candidates where necessary. On receipt of the recommendation from the Employment Exchange or applications from the eligible candidates, as the case may be, the Appointing Authority will intimate to the Chairman of the Selection Committee for fixing a date for the meeting of the Committee. The Committee shall meet at District Head Quarter/Sub-Divisional Head Quarter as the case may be as and when vacancy occurs to select suitable candidates for recommendation to the Appointing Authority for appointment.

**Sd/-L.L. YADEN**  
Special Secretary to the Govt. of Nagaland.

(4.2)

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

**NOTIFICATION**

NO.AR-8/26/81

Dated, Kohima , the 24<sup>th</sup> Sept /1981.

1. In supersession of this Department's Notification No. APPT 15/4/67 dated 21/4/69, the Governor of Nagaland is pleased to re-constitute the Departmental Promotion Committee for all Non-Gazetted under various Heads of Departments consisting of the following officers:-

- |     |  |                     |
|-----|--|---------------------|
| (1) | Director/Head of concerned Department  | : Chairman.         |
| (2) | Deputy Secretary of concerned Department of the Govt.                            | : Member            |
| (3) | Deputy Secretary (P&AR) Department (A.R. Branch)                                 | : Member            |
| (4) | Joint / Deputy Director or any other senior officer of the concerned Department. | : Member Secretary. |

2. The Departmental Promotion Committee constituted as above shall also function as the selection Board for new recruitment as already notified vide this Department O.M.No.APPT-15/4/67 dated 26/5/79.

3. All DPC/Selection board constituted earlier by various Departments shall stand terminated forthwith.

4. Home Department may depute the Deputy Secretary in-charge of a Department/Branch as per para (2) above, the Department having no Deputy Secretary may depute the Under Secretary.

5. This order shall come into force immediately.

**Sd/- IMTIKUMZUK**  
Deputy Secretary to the Govt. of Nagaland.

(4.3)

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

**OFFICE MEMORANDUM**

Dt. Kohima, the 12<sup>th</sup> June'1996

**Sub:- Constitution of Departmental Committee for gazetted officers.**

No. AR-1/8/88 : : The Governor of Nagaland is pleased to reconstitute the Departmental Promotion Committee for promotion of all Gazetted Officers. The Committee shall consist of:-

- |   |                     |
|---|---------------------|
| (1) Chairman, NPSC  | - Chairman.         |
| (2) One member from NPSC to be nominated by Chairman, NPSC  | - Member.           |
| (3) The Chief Secretary or one Senior Commissioner & Secretary to be nominated by the Chief Secy. | - Member            |
| (4) Commissioner & Secy/Secretary (P& AR)   | - Member.           |
| (5) Commissioner & Secy/Secretary of the Deptt.   | - Member.           |
| (6) Head of the Department  | - Member Secretary. |

Provided where promotion is to be made the post of Head of Department or Additional Head of Department, Secretary of the Administrative Department shall act as the member Secretary and Head of Department shall not be included in the committee.

1. The proceedings of the Committee shall be valid if attended by three or more members including one each among Sl.No.(1)&(2),Sl.No.(3)&(4) and Sl.No.(5)&(6).
2. Immediate action may be taken to amend the existing Service Rules. Those Departments whose service Rules have not been approved may include the latest Constitution of the DPC in the Service Rules.
3. This supersedes our earlier notification No. AR-1/8/88 of dated 13/1/94.

**Sd/- T.C.K.LOTHA.**  
Chief Secretary to the Govt. of Nagaland

(4.4)

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

**OFFICE MEMORANDUM**

No.AR-13/12/78 (PT)

Dated Kohima, the 7<sup>th</sup> Dec' 1999.

The undersigned is directed to refer to the subject cited above and to say that certain misconceptions have been created on Constitution of Boards of Committees by the Government where often officer presiding over the meeting happens to be junior to some of the officers attending the said meeting drawing higher scale of pay etc. Objections have been raised from certain quarters on such issues.

It has now been clarified by the Government that the Commissioners & Secretaries/ Secretaries is the Head of the Department and as such the Constitution of any Committee would take into account of this position irrespective of the pay drawn by other officers. For any meeting where a Department is the sponsoring agency, the Commissioner/Secretary of the Department will be the Chairman/Chairperson of such Committees or Boards. The Warrant of Precedence shall not apply to such functional aspects of governance.

**Sd/- A.M.GOKHALE**

Chief Secretary to the Government of Nagaland

(4.5)

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

**MEMORANDUM**

NO.AR-3/Gen-58/2001:

Dated, Kohima, the 3<sup>rd</sup> Feb'2001

It has been observed that large numbers of proposals for upgradation of posts at different levels are being moved by various Departments. In many cases, proper justification for the proposed upgradation is absent. The Government is of the view that any proposal for upgradation of posts should be based on well laid down principles having complete functional justification and such proposals should moved only if it is in the interests of public service. Upgradation of posts should not be considered solely for the benefit of individuals or for giving retirement benefits to individual employees.

2. In order to streamline the procedures and to reconsider the pending proposals *denovo*, it has therefore been decided by the Government that all proposals relating to upgradation of posts, which are pending in the Cabinet Cell and in the P&AR and Finance Departments, shall be returned to the department concerned. The department concerned should re-examine the proposal carefully and strictly in accordance with the functional necessity of upgrading any post. The detailed views of the Department should be recorded in each case and the matter should not be routinely forwarded without proper examination.

3. In case the department is of the considered view that the proposal is genuine and in the public interest, it shall resubmit the proposal to the P&AR/Finance Departments with full justification. After the proposal is examined in the P&AR/Finance Departments, it shall be placed before a Committee consisting of the following and the recommendations of this Committee shall be submitted for consideration of the Cabinet.

- |   |             |
|---|-------------|
| 1. Chief Secretary                            | : Chairman. |
| 2. Addl. Chief Secretary (P&AR)               | : Member    |
| 3. Principal Secretary & Finance Commissioner | : Member    |
| 4. Development Commissioner,                  | : Member    |
| 5. Secretary of the concerned Department      | : Member    |
| 6. Joint Secretary (P&AR)                     | : Member.   |

4. All Departments are requested to follow the above procedure with immediate effect. This procedure shall also apply to all future proposals for upgradation pf posts.

**Sd/- R.S.PANDEY.**  
Chief Secretary to Government of Nagaland

(4.6)

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

**MEMORANDUM**

Dated Kohima, the 5<sup>th</sup> March, 2001.

**NO.AR-3/GEN-10/97(PT)/B:** In pursuance of the recommendation made during the Seminar on “Transparent and Accountable Administration” held at Kohima in November, 2001 and the resolution adopted during the meeting of Administrative Heads of Department held on 23.1.2001, it has been decided that **Vision Groups** shall be constituted in each Department of the Government with the following terms of reference.

1. The Vision Group shall consist of the Secretary and Director as well as two to three other officers of the Department, either from the Secretariat or from the Directorate. The Secretary of each Department in consultation with the Director shall select the members. However, the size of the Group shall not exceed five.
2. Whenever considered necessary, the Group may invite officials of other Departments/Non-officials/Experts to its meetings.
3. Administrative Departments having more than one Directorate may form separate Vision Groups for each Directorate, if considered necessary.
4. The Group shall meet as often as necessary, but at least once every month.
5. The Group shall submit its recommendation on matter of common interest for discussion in the monthly meeting of Secretaries and of Heads of Departments.
6. The Group shall be free to discuss any issue concerning the Department, keeping in view the following broad parameters.
7. The Group shall formulate a vision for the present and the future of the Department. In other words, it should give a sense of direction to the Department come up with short-term and long-term action plans and set time-bound goals for making the activities of the Department relevant and beneficial for the people of the State.
8. The Group should carefully evaluate the current activities of the Department and take a fresh look at its programmes schemes so as to critically assess whether they are useful and are having the desired impact for the welfare of the people and development of the State. It should also devise procedures to ensure that resources are optimally utilised. Wherever necessary it should suggest changes and come up with appropriate connective measures and innovative strategies that would make the Department’s activities meaningful and relevant for the people.
9. The Group should honestly appraise the image of the Department in the public perception and set standards of administrative efficiency to be met by all officials. It should take stock of the day-to-day functioning of the Department, from the Government level down to the lowest levels in the Districts/Sub-Division. This would include personnel and financial management, prompt disposal of work, availability of officials in their places of posting, attendance, adherence to financial procedures, training etc. Necessary remedial action should be initiated wherever shortcomings are noticed,
10. The Group should work out measures to make department more people-friendly and responsive to public aspirations and grievances as well as making its functioning more transparent. It should give due weightage to the feed-back received from all quarters and take suitable action.

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

(4.7)

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

**MEMORANDUM**

NO.AR-3/GEN-61/2001

Dated Kohima, the 27<sup>th</sup> March 2001.

In order to maintain transparency in Appointments/Postings/Promotions of officials and ensure that merit is given due weightage as well as in pursuance of the recommendations of the Conference of Chief Ministers held on 24.5.97 and 5.8.2000, it has been decided by the Government of Nagaland to set up a Civil Service Board consisting of the following.

- |                             |                    |
|-----------------------------|--------------------|
| 1. Chief Secretary          | : Chairperson      |
| 2. Addl. C.S & Commissioner | : Member           |
| 3. Addl. C.S (P&AR)         | : Member           |
| 4. Home Commissioner        | : Member           |
| 5. Joint Secretary (P&AR)   | : Member Secretary |

The terms of reference of the board will be as follows:

- (a) To recommend to the Government proposals for appointments, transfers and postings of all officers belonging to the IAS, NCS and NSS (Under Secretary and above in the case of NSS officers), except appointments to the post of Chief Secretary to Government.
- (b) To recommend to the Government, promotions of all officers mentioned at (a) above,
- (c) To recommend to the Government names of officers for short terms and long term training courses both within and outside the country.
- (d) To entertain appeals of officers against grievance relating to service conditions and submit suitable recommendations to the Government.
- (e) To advise the Government on personnel policy, especially career management of officers belonging to the IAS, NCS and NSS.
- (f) Such other matters as may be assigned by the Government from time to time.
- (g) The Committee would meet as often as necessary and devise its own methods of working.

**Sd/- R.S. PANDEY**  
Chief Secretary to Government of Nagaland.

(4.8)

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

NO.AR-2/1/87

Dated, Kohima, the 31<sup>st</sup> March. 2001.

**NOTIFICATION**

In exercise of the powers conferred by the Sub-Section (3) of Section I of the Nagaland Work-Charged and Casual Employees Regulation Act, 2001 (Act No. I of 2001), the State Government of Nagaland hereby appoints the 1st April 2001 as the date on which the provisions of the said Act shall come into force.

**Sd/- R.S.PANDEY**

Chief Secretary to the Government of Nagaland.

(4.9)

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

NO.AR-2/1/87

Dated, Kohima, the 23<sup>rd</sup> April 2001

**NOTIFICATION**

In exercise of the powers conferred, by the Sub-Section (I) & (2) of Section 3 of the Nagaland Work-Charged and Casual Employees Regulation, Act 2001(Act No.1 of 2001), the State Government of Nagaland hereby constitutes the Work Charged and Casual Employees Commission consisting of the following:-

- |   |                    |
|---|--------------------|
| (i) Commissioner & Secretary (R&B)              | : Chairperson      |
| (ii) Engineer-in-Chief (W&H)                    | : Member           |
| (iii) Sh.Lanu Toy, Retd. Chief Engineer (Power) | : Member           |
| (iv) Joint Secretary P&AR                       | : Member Secretary |

2. The Commission may co-opt the Head of a Department where the Commission may be called upon to exercise powers and functions under the said Act in respect of that Department.
3. The seat of the Commission shall be at Kohima. The Commission may also hold hearings at any other place as may be considered necessary in the course of performing its functions under the Act.
4. The Commission, by notification, may adopt regulation of procedure as may be considered necessary for performing its functions.
5. The Commission shall exercise the powers and perform functions as provided under Section 4 of the Act.



6. The Commission shall also consider the need of any particular Department having Work Charge establishment for creation of limited number of posts as part of the scheme for regularisation as contemplated in Section 12 of the Act and shall submit its report and recommendation in this regard.
7. The Commission shall submit its report and recommendation as expeditiously as may be considered reasonable.

**Sd/- R.S.PANDEY**

Chief Secretary to the Government of Nagaland.

(4.10)

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

**NOTIFICATION**

NO.AR-8/26/81(Pt)

Dated, Kohima, the 13<sup>th</sup> July, 2001.

In supersession of this Department's Notification No. AR-8/26/81 dated 2/9/86, the Governor of Nagaland is pleased to re-constitute the Departmental Promotion/Selection Committee of all **Non-Gazetted** staff under the **Police Departments** consisting of the following officers:-

- |   |                     |
|---|---------------------|
| (1) The Inspector General of Police (Hqrs), Nagaland, Kohima                    | : Chairman.         |
| (2) Representative of Home Department not below the rank of an Under Secretary. | : Member            |
| (3) Representative of P&AR Department not below the rank of an Under Secretary  | : Member            |
| (4) The Deputy Inspector General of Police (Admn), Nagaland, Kohima.            | : Member Secretary. |
2. The other condition shall continue to remain in force.

**Sd/- R.S. PANDEY**

Chief Secretary to the Govt. of Nagaland.

(4.11)

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

No.AR-3/GEN-75/2002

Dated, Kohima, the 15<sup>th</sup> May, 2002

**MEMORANDUM**

**Sub: Constitution of a Committee to consider proposals for Creation of Posts.**

The Cabinet Cell has received a large number of proposals for creation of posts at different levels from different Departments. In view of the ban on Creation of Posts, the Cabinet decided that all such proposals be first scrutinized by a Committee. The Committee shall also examine the possibility of manning such posts through re-deployment.

In pursuance of the Cabinet decision, the Committee on Upgradation of posts constituted vide this Department's Memorandum No.AR-3/Gen-58/2001 dated 3-2-2001\* is hereby entrusted with the responsibilities for examining/scrutinizing the cases of Creation of Posts at different levels. The same procedures as laid down for the Committee on Upgradation of Posts shall be followed.

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

*\*Refer chapter 4.5*

(4.12)

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

**OFFICE MEMORANDUM**

No.AR-3/GEN-92/200

Dated, Kohima, the 8<sup>th</sup> Nov'2002.

The Governor of Nagaland is pleased to lay down the following basic guidelines for constitution of Cadre Review Committee for various Government Departments:-

1. The Chairman of the Cadre Review Committee of any Department should be an officer not below the rank of Commissioner & Secretary of another Department.
2. The Secretary of the concerned Department should be the Member Secretary of the Cadre Review Committee.
3. The Secretary (Justice & Law) to be a Member.
4. The representative of the Finance Department not below the rank of Joint Secretary to be a Member.
5. The representative of the P & AR Department not below the rank of Joint Secretary to be a Member.
6. Director of the concerned Department and President of the concerned Department Association, if any may be invited for meetings as and when necessary.

These basic guidelines should be adopted by all Government Departments as and when a Cadre Review Committee is to be constituted.

**Sd/- R.S PANDEY**

Chief Secretary to the Government of Nagaland.

(4.13)

**Government of Nagaland  
Finance Department  
General Branch**

NO.FIN/GEN-7/5/01 (PT)

Dated Kohima, the 13<sup>th</sup> March, 2003.

**OFFICE MEMORANDUM**

The low recovery rate of Bank loans have been under the attention of the Government for some time. This in turn has led a situation where the Banks and Financial Institutions are hesitant to come forward to provide loans etc. The position of recovery is even worse respect of loans given under the Government sponsored schemes, Therefore, the Government of Nagaland, in consultation with the SBI has decided that the services of the State Government employees will be utilized to effect recovery of outstanding loans of SBI (to start of with) through District Loan Recovery Teams (DLRT) to be formed for each Sub-Division.

## **COMPOSITION OF THE LOAN RECOVERY TEAM**

The Deputy Commissioner of the District will be the overall in charge of the District Loans Recovery Teams (DLRT), which will comprise of :-

- |                                   |               |
|-----------------------------------|---------------|
| 1. Sub Divisional Officer (Civil) | : Team Leader |
| 2. Block Development Officer      | : Member      |
| 3. Extra Assistant Commissioner   | : Member      |
| 4. Branch Manager of the Bank.    | : Member.     |

### **B. The Scheme**

- i) The Lead Bank officer will advise the Deputy Commissioner, the particulars, such as their addresses and amounts outstanding etc. of Non-Performing Assets (NPA) and other recoverable dues of the of the Banks. The Deputy Commissioner will then allocate work recovery to the District Loan Recovery Teams
- (ii) Each DLRT will be required to work out their recovery schedule which should be drawn up on a monthly basis.
  - i) The need to involve the Village Community as co-opted members will be left to the discretion of the Deputy Commissioners/Team leader of the DLRT.
  - ii) The Government employees will bring the recalcitrant borrowers to the Branch for the payment of dues. However, should the DLRT, with the approval of the DC decide on other mode of recovery, such as on the spot recovery camps, this can be done.
- iii) Initially, to start with, only bad loans will be covered under the scheme. The Government officials concerned will have to make their own arrangements for local conveyance etc. and their TA and DA would be borne by the state Governments as admissible according to their rules.
- iv) At the end of each month, the officials will prepare a statement of recoveries made in the accounts assigned to them for recovery and the statements will be countersigned by the Branch Manager concerned.
- v) A fixed percentage say 10% of the amount of recoveries would be paid to the government by the Branch Manager by means of a Banker's Cheque in favour of the Government towards commission payable at the end of each month.

### **C. Accounting of the 10% commission payable to the Government:**

The 10% commission on the recoveries made shall be deposited by the concerned Branch Manager into Treasury through Treasury Challan under the head of account.

“0070-Other Administrative Services-10% commission on loan recovered” This will form a Revenue of the State Government.

The Branch Manager concerned shall submit monthly account of all such deposits to the respective Deputy Commissioner who, in turn, should submit a consolidated annual report to the Finance Department indicating details of deposits made at the close of each financial year.

The Deputy Commissioner can also submit a proposal, through the Commissioner, annually for grant of suitable honorarium to the team members against the revenue so earned by the Government. All such honorarium shall be sanctioned with the approval of Finance Department.

**D. Control and Monitoring.**

- i) The working of the DLRT will be monitored at the Sub-Divisional level by the Committee headed by Sub-Divisional Officer once in a month.
  - ii) At District level, a committee consisting of the Deputy Commissioner, Lead District Officer (SBI) and Regional Manager of the major banks operating in the area will review the position. The Committee meeting will also be attended by a cross section of selected recovery officers with a view to providing first-hand feed back to the committee.
  - iii) The District Committee, which will meet once in 2 months, will submit its report to Officer on Special Duty, Finance Department for necessary action. The reports will also be discussed at the SLBC meeting for bringing about further improvements.
- This scheme will come into effect on the 01.04.2003.

**Sd/- RAJIV BANSAL**

Finance Secretary to the Government of Nagaland.

**(4.14)**

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

**OFFICE MEMORANDUM**

Dated, Kohima the 7<sup>th</sup> February, 2008.

No. AR-3/Gen-58/2001 : : In supersession of this Department's Memorandum of even number dated 3<sup>rd</sup> February, 2001\*, the Governor of Nagaland is pleased to re-constitute the Upgradation and Post Creation Committee with the following members:-

- |   |                     |
|---|---------------------|
| 1. Chief Secretary                                  | : Chairman.         |
| 2. Addl. Chief Secretary & Development Commissioner | : Member.           |
| 3. Principal Secretary & Commissioner, Nagaland     | : Member.           |
| 4. Principal Secretary (P&AR)                       | : Member.           |
| 5. Principal Secretary & Finance Commissioner       | : Member.           |
| 6. Home Commissioner                                | : Member.           |
| 7. Joint Secretary (P&AR)                           | : Member Secretary. |

*\* Refer chapter 4.5*

**Sd/- LALHUMA**

Chief Secretary to the Government of Nagaland

(4.15)

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

**NOTIFICATION**

Dated, Kohima , the 24<sup>th</sup> March, 2009

**NO.AR-1/8/88** : : In supersession of this Department's Notification No. No.AR-8/26/81 dated 24/9/81, the Governor of Nagaland is pleased to re-constitute the Departmental Promotion Committee (except for Police Department) for all Non-Gazetted under various Heads of Departments consisting of the following officers:-

- |   |                     |
|---|---------------------|
| (i) Director/Head of concerned Department   | : Chairman.         |
| (ii) Representative of the concerned Administrative Department<br>not below the rank of an Under Secretary              | : Member            |
| (iii) Representative of P&AR Department not below the rank of an<br>Under Secretary                                     | : Member            |
| (iv) One Senior Officer of the concerned Directorate not below<br>the rank of Dy. Director in charge of Administration. | : Member Secretary. |

2. The DPC as above shall also function as the Selection Board for all recruitments in the scale which is less than Rs 4125/- pm\*. The Board shall follow all procedure of appointments including reservation of posts for the Backward Tribes etc.

3. All recruitments of the Departments shall be conducted after duly constituting the DPC and all the above Officers shall be associated from written examination and till the entire selection procedure is completed.

**Sd/- TEMJEN TOY**

Commissioner & Secretary to the Govt. of Nagaland

*\* Refer chapter 4.2 \* Refer chapter 6.25*

(4.16)

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

**NOTIFICATION**

Dated, Kohima, the 7<sup>th</sup> December, 2009.

**NO. AR-1/8/88 : :** In order to streamline the policy and procedure for filling up the vacancies arising out of the Nagaland Retirement from Public Employment (Second Amendment), Act, 2009, the Governor of Nagaland is pleased to re-constitute the Departmental Selection Board (except for Police Department) for recruitment of all Grade-III posts which are outside the purview of NPSC, under various Departments consisting of the following officers.

- |  |                     |
|--|---------------------|
| (i) Administrative Head of the concerned Department  | : Chairman.         |
| (ii) Representative of the concerned Administrative Department<br>not below the rank of an Under Secretary   | : Member.           |
| (iii) Representative of the P&AR Department<br>not below the rank of an Under Secretary, or an Officer<br>of one Department nominated by P&AR, not below the rank<br>of Under Secretary. | : Member.           |
| (iv) One Senior Officer of the concerned Directorate<br>not below the rank of Deputy Director  | : Member.           |
| (v) Head of the Department concerned   | : Member Secretary. |
2. The Boards shall prescribe their own procedure for selection of candidates for recruitment.
3. All recruitments shall be done by scrupulously following the Government policy on reservation of jobs.
4. This supersedes this Department's Notification No. AR-1/8/88 dated 24/3/2009\*.

**Sd/- LALTHARA**  
Chief Secretary to the Govt. of Nagaland

\* Refer chapter 4.15

(4.17)

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

**OFFICE MEMORANDUM**

No.AR-3/GEN-92/2002

Dated, Kohima, the 16<sup>th</sup> September, 2011.

In partial modification of this Departments' Office Memorandum of even number dated 8<sup>th</sup> November, 2002\*, the Governor of Nagaland is pleased to lay down the following basic guidelines for Constitution of Cadre Review Committee for various Government Departments:-

- (i) Chairman : Commr & Secretary and above of another Department.
- (ii) Member Secretary : Secretary of the concerned Department.
- (iii) Member : Representative of the Justice & Law Department not below the rank of Joint Secretary.
- (iv) Member : Representative of the Finance Department not below the rank of Joint Secretary.
- (v) Member : Representative of the P & AR Department not below the rank of Joint Secretary.
- (vii) Member : Director of the concerned Department.

2. The President of the concerned Department Association, if any may be invited for meetings as and when necessary.

3. These basic guidelines should be adopted by all Government Departments as and when a Cadre Review Committee is to be constituted.

4. The Cadre Review Committee will be constituted by the P&AR Department as and when such a proposal is received from the concerned department.

**Sd/- LALTHARA**

Chief Secretary to the Government of Nagaland.

\* Refer chapter 4.12



(4.18)

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

Dated, Kohima, the 15<sup>th</sup> September, 2012.

**NOTIFICATION**

NO. AR-8/26/81(Pt): : In the interest of public service and in modification of this Department's Notification of even number dated 24<sup>th</sup> September, 2004\*, the Governor of Nagaland is pleased to delegate to the Inspector General of Fire & Emergency Services, the power of recruitment of Assistant Station Officer (Sub-Inspector rank) in the Nagaland Fire & Emergency Services Department with immediate effect.

2. This is in relaxation of the P&AR Department Notification No. PAR-B/6/2008(Pt) dated 30/08/2011.

3. The Inspector General of Fire & Emergency Services will conduct the recruitment in a transparent manner on the lines of Police Department with a clear cut rules of recruitment through a Selection Committee, consisting of representatives of Home and P&AR Departments.

**Sd/- LALTHARA**

*\* Refer chapter 6.15*

Chief Secretary to the Government of Nagaland.

(4.19)

**Government of Nagaland  
Home Department  
Nagaland State Disaster Management Authority**

No. NSDMA/NOT-ORD/2012

Dated, Kohima, the 3<sup>rd</sup> Sept, 2013

**NOTIFICATION**

In pursuance of the Disaster Management Act, 2005, Section 29 and State Disaster Management Rules 2008, Section 19, the Governor of Nagaland is pleased to notify the provision of Officers for the District Disaster Management and Response Office:

1. The Deputy Commissioner and Superintendent of Police of the District would invariably be an intrinsic part of the system envisaged.

2. To lend continuity and permanency to Disaster Management and Response mechanism in the District, there shall be a dedicated District Disaster Management and Response Office with the following composition:

- (a) ADC(Hq)-Nodal Officer. It shall be the duty of the ADC(Hq) to keep the Deputy Commissioner (Chairman of the District Disaster Management Authority-DDMA) apprised of Disaster Management related programs and activities on a constant basis and put up matters of urgency to the Deputy Commissioner for transmission to the State Govt/NSDMA. Inter alia, the ADC(Hq) would function as the District Head of Office for Disaster Management and Response, in addition to his/her existing duties.
  - (b) To man the office and to aid the Nodal Officer in discharging this duty, there shall be a Program Unit in the District Emergency Operation Centre DEOC). The following official/staff shall make up the Program Unit in the DEOC:
    - (i) A dedicated Section Officer (S.O) from the Deputy Commissioner/ADCs Office.
    - (ii) One clerk/store keeper from the District HG&CD establishment.
    - (iii) One clerk from the establishment of Fire & Emergency Services. This arrangement shall be ensured by the Deputy Commissioner.
3. There shall be a fully equipped Operation Unit in the DEOC. It will be the primary responsibility of the Operation Unit to coordinate response measures with regard to any disaster/accident/emergency among the trained DEF/SDRF/HG&CD/F&ES/VG and Community Volunteers in the Districts. Further, the Operation Unit will be responsible for getting and disseminating emergency information and data thereof to a and among relevant Departments of the district administration, security forces and to relay details to and coordinate with the State Emergency Operation Centre (SEOC) of the NSMDA in the capital.
4. The Operation Unit shall function under the overall operation command of District Commandant of HG&CD, and in Districts where such qualified officers are not in position, the Operation Unit will be under the senior most DSP of the district.
5. The Operation Unit will have the following staff to man and operate the unit; 2 wireless operators each from the SPs establishment, HG&CD and F&S.
6. The above personnel will function on rotation basis. It will be the duty of these personnel to keep the communication systems in continuous operation.
7. The above arrangement is not to be confused with the already established DDMA headed by the Deputy Commissioner. DDMA would continue to be the highest decision-making and recommendatory body in the District as far as Disaster Management activities are concerned, primarily acting as the statutory body to ensure effective coordination of Disaster Management matters among various agencies in the District and NSDMA.
8. The Program Unit and the Operation Unit of the DEOC in effect will function as the nerve centre of Disaster Management activities in the District prescribed and decided by the State Government.
9. This Notification will come into immediate effect.

**Sd/- ALEMTEMSHI JAMIR, IAS**  
Chief Secretary

(4.20)  
**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**( Administrative Reforms Branch)**

**NOTIFICATION**

Dated, Kohima, the 3<sup>rd</sup> September, 2013.

**No. AR-3/GEN-28/98:** : In continuation of this Department's notification of even number dated 29<sup>th</sup> May, 2013 and in pursuance of the Supreme Court directives in Writ Petition (Crl) No. 173-177 of 1999, Smti Medha Kotwal Lele & others vrs Union of India, Complaints Committee should be set up in all the Directorates and Districts having a staff of more than 50(fifty) employees for the redress of complaints relating to sexual harassment of women employees of the State Government at their work places. The Complaints Committee may consist of 5(five) or more members including a member secretary and not less than half of its members should be women. Further, the Committee should be headed by a Woman officer in all the Directorates and the District. The Committee should also involve NGO or other body who is familiar with the issue of sexual harassment. For the Directorate, the HODs should constitute the Committee and the District Committee should be constituted by the respective Deputy Commissioners.

All the Directorates and the respective Departments should set up the Committee within a period of 2(two) weeks and such notification should be sent to this Department for record and further necessary action.

**Terms and conditions of the Complaints Committee**

1. The Committee shall receive complaint from any woman employee through its Member Secretary, who is a victim of sexual harassment at her work place and cause an enquiry into the complaint and suggest measures to redress the complaint.
2. The Committee will take measures to create awareness of the rights of female employees in this regard by prominently notifying the guidelines in a suitable manner and other suitable awareness campaigns.
3. Complaints Committee will be deemed to be an inquiry authority for the purposes of Central/State Civil Services (Conduct) Rules and the report of the Complaints Committee shall be deemed to be an inquiry report under the Rules. Thereafter the disciplinary authority will act on the report in accordance with the rules.
4. The Complaints Committee shall submit an annual report to the Secretary, Women Development Department who is the Nodal Department to deal such cases with details of the complaints, if any made thereof for necessary action by the concerned Disciplinary Authority.

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

(4.21)

**Government of Nagaland**  
**Home Department**  
**Nagaland State Disaster Management Authority**

No. NSDMA/SEC/MTG/2011

Dated, Kohima, the 23<sup>rd</sup> Sept, 2013

**NOTIFICATION**

In pursuance of Section 31 clause (1)&(2) of Nagaland State Disaster Management Rules, 2008 and in partial modification of the establishment of Village Disaster Management Authority (VDMA), the Village Council headed by the Chairman along with its Members and the Secretary of Village Development Board (VDB) shall constitute the **Village Disaster Management Authority (VDMA)**.

There shall also be a dedicated Village Disaster Management Core Committee (VDMCC) in each village. The following are the Terms and Reference (ToR) for the Members of Village Disaster Management Core Committee (VDMCC):

1. The Village Disaster Management Core Committee (VDMCC) shall function under the Village Council. The Village Disaster Management Core Committee shall consist of minimum 5 members and maximum 10 members.
2. No two members of the Village Disaster Management Core Committee should be from the same household.
3. The members of Village Disaster Management Core Committee shall be regular residents of the village.
4. The eligible age limit to be a member in the Village Disaster Management Core Committee shall be between 30-50 years.
5. The Village Disaster Management Core Committee shall comprise of at least one women member or more depending on the composition of the Village Council.
6. The Village Disaster Management Core Committee shall consist of key line Committees existing in the Village, such as Health, Power, Water & Sanitation, and Education Committees etc. If these are not in existence, then the Village Council shall nominate members to the VDMCC, observing references given at points 1 to 5 above.
7. The Village Disaster Management Core Committee shall also coordinate and devise a working response mechanism with neighbouring villages.
8. The Village Disaster Management Core Committee shall also coordinate with the Sub-Division Authority and District Authority on Disaster Management issues.
9. The term of the VDMCC shall not co-terminate with the term of the Village Council. The VDMCC is to be a continuous body. When a serving member reaches 50 years of age, the VC shall select another resident of the Village who fulfils the age criterion of 30-50 years.
10. No remuneration will be paid for the membership in VDMA and VDMCC by the BSMDA.

The Powers of Chairperson of Village Disaster Management Authority and Powers and Functions of Village Disaster Management Authority shall remain the same as per Section 32 and 34 of Nagaland State Disaster Management Rules, 2008.

**Sd/- ALEMTEMSHI JAMIR, IAS**  
Chief Secretary

(4.22)

**Government of Nagaland  
Department of Justice and Law  
Kohima : Nagaland**

Dated, Kohima, the 13<sup>th</sup> March, 2015

No. LAW/CT-10/2014 : : In partial modification of the Government Notification No. LAW/ACT-233/08 dated 11<sup>th</sup> February, 2010, the Governor of Nagaland is pleased to reconstitute the **Nagaland Law Committee** consisting of the following Members:-

- |    |  |                     |
|----|--|---------------------|
| 1. | Parliamentary Secretary (J&L)            | : Chairman.         |
| 2. | Chief Secretary                          | : Member.           |
| 3. | Advocate General                         | : Member.           |
| 4. | Additional Chief Secretary               | : Member.           |
| 5. | Commissioner, Nagaland                   | : Member.           |
| 6. | Secretary (J&L)                          | : Member Secretary. |
| 7. | 2(two) Advocates to be nominated by name | : Member.           |

The Parliamentary Secretary (J&L) Nagaland will be the Chairman of the Nagaland Law Committee and the Secretary (J&L) will be the Member Secretary of the Committee.

The terms and reference of the Nagaland Law Committee will be the following:-

- (1) To consider and suggest revision or amendment of the laws within the legislative competence of the State Legislature.
- (2) To consider and suggest revision or amendment of rules framed by the State Government or other authorities, subordinate to the State Government.
- (3) To consider and suggest re-organisation of the present system of administration of justice and re-organisation of Courts in the entire State, in this connection:-
  - (i) To examine the feasibility of application of the Code of Criminal Procedure and Civil Procedure and other laws in the State.
  - (ii) To consider and suggest how and to what extent Village functionaries may be involved in the administration of Justice.
- (4) Such other functions as may be assigned to the Law Committee by the State Government.

**Sd/- PANKAJ KUMAR**  
Chief Secretary to the Govt. of Nagaland

**(4.23)**  
**Government of Nagaland**  
**Department of Higher & Technical Education**  
**Nagaland: Kohima**

**NOTIFICATION**

Dated Kohima, the 4<sup>th</sup> May, 2015

No. HTE/TE/1-25/05 (Vol-1) ::: In accordance with the Government's Notification No. HTE/TE/10-10/08 Dated 15<sup>th</sup> September 2014, the Governor of Nagaland is pleased to reconstitute the Common Selection Board (CSB) for selection and nomination of candidates for admission to various Technical Courses against seats allotted to the State of Nagaland by the Government of India, NEC and other institutions of Technical Institutions.

The Commission Selection Board shall comprise of the following members:-

- |  |            |
|--|------------|
| 1. Minister/Parl. Secretary, Technical Education, Nagaland | : Chairman |
| 2. Commissioner & Secretary, HTE                           | : Member   |
| 3. Principal Director, H&FW Deptt. Nagaland                | : Member   |
| 4. Director, Agriculture, Nagaland                         | : Member   |
| 5. Director, Veterinary & Animal Husbandry, Nagaland       | : Member   |
| 6. Director, Horticulture, Nagaland                        | : Member   |
| 7. Director, Fisheries, Nagaland                           | : Member   |
| 8. Director Sericulture, Nagaland                          | : Member   |
| 9. Director, Tourism, Nagaland                             | : Member   |
| 10. Chief Conservator of Forest, Nagaland                  | : Member   |
| 11. Chief Engineer, (Housing), Nagaland                    | : Member   |
| 12. Chief Engineer, (Roads & Bridges) Nagaland             | : Member   |
| 13. Chief Engineer (Mechanical) Nagaland                   | : Member   |
| 14. Chief Engineer (Power) Nagaland                        | : Member   |
| 15. Chief Engineer, (PHE) Nagaland                         | : Member   |
| 16. Director Technical Education, Nagaland                 | : Member   |

**The terms of Reference and mandate of the Common Selection Board (CSB) will be follows:-**

1. Any and all seats, including NEC, for Technical and Professional courses at Degree level under reserved quota for the State will be routed through the Common Selection Board; no Department will select/nominate candidates for any such courses individually.
2. All Departments, on receipt of such seats (including additional seats), will immediately forward to the Directorate of Technical Education for consideration and selection by the CSB.
3. The CSB will select candidates for all such technical courses through a competitive examination to be decided by the State Government.
4. Selection of candidates will be purely on the basis of merit in the competitive examination.
5. The selection process will incorporate 15% reservation for the backward tribes of the State while ensuring allocation of only one seat per tribe courses.
6. 100 point placement reservation policy of the government will be implemented for placement of students.

7. The quorum for any meeting of the Board will consist of one half of the total number of the Board members i.e., 8(eight) members.
8. In case any member is unable to attend CSB meeting, a Department representative not below the rank of Joint Director should attend on behalf of HOD.
9. All individual line Departments will communicate with their respective Ministries and other courses and try to ascertain the number of seats to be allotted to the State in advance.
10. In all matters of selection and nomination of candidates for Technical and Professional Courses, the decision of the CSB will be final and binding.
11. The CSB will advise the State Government for any new policy to be implemented relating to the selection and nomination of candidates for pursuit of Technical and Professional Courses.
12. Individual Departments will be responsible for any pro-rate payment against their respective subject's seats.

**Sd/- PANKAJ KUMAR**  
Chief Secretary to the Govt. of Nagaland

(4.24)  
**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**( Administrative Reforms Branch)**

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**NOTIFICATION**

Dated, Kohima, the 7<sup>th</sup> September, 2015.

**No. AR-3/GEN-28/98:** : In supercession of this Department's notification of even number dated 29<sup>th</sup> May, 2013, and as per provisions under section 6 & 7 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, all Deputy Commissioners are directed to constitute 'Local Complaints Committee' in their respective Districts and also designate a Nodal Officer in each sub-division to receive complaints for the redress of complaints relating to sexual harassment of women employees at their work places. The Local Complaint Committee shall consist of the following members to be nominated by the Deputy Commissioners.

- (i) A Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women.
- (ii) One Member to be nominated from amongst the women working in sub-divisions.
- (iii) Two Members, of whom at least one shall be a woman, to be nominated from amongst such NGOs or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed.

Provided that atleast one of the nominees should, preferably, have a background in law or legal knowledge.

**Sd/- PANKAJ KUMAR**  
Chief Secretary to the Government of Nagaland.

(4.25)  
**Government of Nagaland**  
**Labour and Employment Department**  
**Nagaland : Kohima**

**NOTIFICATION**

Dated Kohima the 17<sup>th</sup> November' 2015.

No.LAB-14/5/2009-2010:: In pursuance of the working Journalists and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955, the Governor of Nagaland is pleased to constitute the Tripartite Committee with the following representatives of the State Government, the Newspaper Managements and the working Journalists/Non-Working Journalists for ensuring and monitoring the speedy implementation of the recommendations of the Majithia Wage Board in the State of Nagaland.

The Committee shall review the implementation of the recommendations and submit its report on the status and compliance of such Government orders as per recommendations of the Majithia Wage Board within six months from the date of issue of this notification.

**A) (I) GOVERNMENT REPRESENTATIVES:**

1. Minister/ Parliamentary Secretary ,Labour & Employment, Nagaland – Chairman
2. Commissioner & Secretary, Labour & Employment Department, Nagaland – Member
3. Secretary, Justice & Law Department, Nagaland –Member
4. Director, Information & Public Relations, Nagaland – Member
5. Deputy Director General, Ministry of Labour & Employment, Govt of India– Member
6. Labour Commissioner, Nagaland -Member Secretary

**(II) NEWSPAPER MANAGEMENT REPRESENTATIVES:**  
**PROPRIETORS OF:**

1. Nagaland Post – Member
2. Nagaland Page – Member
3. Eastern Mirror – Member
4. Morung Express - Member
5. Tir Yim Yim – Member
6. Capi – Member
7. Nagamese Khobor – Member

**(III) WORKING JOURNALISTS & NON-WORKING JOURNALISTS EMPLOYEES'**  
**REPRESENTSTIVES: PRESIDENT & GENERAL SECRETARY OF:-**

1. Nagaland Press Association – Member
2. Kohima Press Club – Member
3. Dimapur Press Club – Member
4. Mokokchung Press club – Member

- B) The term of the Committee shall be for a period of 3(three) years from the date of its constitution.
- C) The first sitting of the Committee should be held within 30 days from its constitution.



- D) The Committee would device its own procedures sitting & venue of the meeting as per convenience of the Committee.
- E) The Office of the Labour Commissioner, Nagaland, shall render secretarial assistance to the Committee.

**Sd/- MHONBEMO PATTON**

Commissioner & Secretary to the Government of Nagaland.

**(4.26)**

**GOVERNMENT OF NAGALAND  
HOME DEPARTMENT:: POLITICAL BRANCH**

**NOTIFICATION**

Dated Kohima, the 4<sup>th</sup> January, 2016.

No.CON-7/HR/23/2006: The Governor of Nagaland is pleased to notify the setting up of Nagaland State Human Rights Commission as follows:-

1. The State Human Rights Commission shall be headed by a chairperson who has been a Chief Justice of a High Court, one member who has been a Judge of a High Court and another member from amongst person having knowledge of, or practical experience in matters relating to Human Rights. There shall also be a Secretary who shall be the Chief Executive Officer of the State Commission (in the rank of Joint Secretary).
2. The Chairperson and Members of the State Human Rights Commission shall be appointed by a Committee headed by the Chief Minister and the Speaker of the Legislative Assembly, the State Home Minister and Leader of Opposition in the State Legislative as Members.
3. The salaries, allowances and other terms and conditions of service of the Chairperson and Members shall be prescribed by the State Government.
4. The Investigating Wing of the Commission shall be headed by a Superintendent of Police, 1(one) Inspector, 3(three) Sub-Inspectors, 6(six) Constables, 3(three) Drivers and 3(three) Peons. The Officers and Staffs of the Investigative Wing shall be deployed by the Director General of Police, Nagaland.
5. The Commission shall submit annual and special reports to the State Government to be laid before the State Legislative Assembly along with memorandum of action taken or proposed to be taken and reasons for non-acceptance of the recommendations, if any.

This has the approval of the State Cabinet vide No.CAB-2/2013 Dated 20<sup>th</sup> November, 2015.

**Sd/- PANKAJ KUMAR, IAS.**

Chief Secretary to the Government of Nagaland

(4.27)  
**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**( Administrative Reforms Branch )**

No. AR-3/GEN-58/2001

Dated, Kohima, the 20<sup>th</sup> February, 2016

**OFFICE MEMORANDUM**

**Sub:- Constitution of Manpower Rationalization Committee (MRC).**

1. In order to streamline the procedures relating to upgradation posts, the State Government in the year 2001\* constituted the Upgradation Committee under the Chairmanship of Chief Secretary. Further, the Committee on Upgradation of posts constituted was entrusted with the responsibilities of examining/scrutinizing the cases for creation of posts also. The Committee on Upgradation and Post Creation, has been examining proposals for upgradation and creation of posts having the clearance of the P&AR and concurrence of the Finance Departments.
2. There is a problem of bloated strength of employees in several Departments severely limiting the scope of creation of new posts. At the same time, there exists a need for creation of certain posts to enable discharge of new functions in those Departments as well as in other Departments. The present mechanism in form of Committee on Upgradation and Creation of Posts is not able to address these issues effectively. A holistic approach is required which focuses on reduction of non-essential manpower for minimizing wasteful expenditure and allowing fiscal space for creation of posts to meet the emerging needs. It is through this comprehensive approach of manpower rationalization that the staffing requirements of various Departments can be addressed meaningfully.
3. In view of the above, it has decided by the Government that the Post Creation & Upgradation Committee will be replaced by Manpower Rationalization Committee (MRC) to be headed by Chief Secretary and the Administrative Heads of Planning, Finance, P&AR, Home and Commissioner, Nagaland as members.
4. Proposals for upgradation or creation of posts will be examined by the MRC whilst looking at the existing manpower planning, re-deployment from the existing posts available, redundant posts and recommendation of the Cadre Review, if any, and thereafter make its recommendations. Proposals for upgradation and creation of posts should be continued to be submitted as per the prescribed formats which are enclosed as Annexure-1 and II alongwith the details of manpower rationalization exercise carried out by the Department concerned.

***\*Refer Chapter 4.5***

**Sd/- PANKAJ KUMAR**  
Chief Secretary to the Govt. of Nagaland

**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
%%%%%%%%

<b>Proposal for Upgradation of Posts</b>		
1	Name of the Department	
2	Name of the Head of the Department	
3	Name of the post for the proposed upgradation with scale of pay	
4	Existing number of posts in the same grade	
5	Reasons for Upgradation (i) Work Load. (ii) Expansion of the Department. (iii) New programmes. (iv) Upgradation of office. (v) Organisational. (vi) Any other reason.	
6	Financial implication – salary, allowances, supporting staff, vehicle, office expenses etc	
7	Whether under Plan / Non-Plan	
8	Existing function of the officer	
9	Completed year in the present grade	
10	Existing manpower under his control alongwith the nature of works.	

Counter Signature of  
Administrative Head

Signature of the  
Head of the Department

**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
%%%%%%%%

<b>Proposal for Creation of Posts</b>		
1	Name of the Department	
2	Name of the Head of the Department	
3	Name of the Post to be created and the number of post with scale of pay	
4	Existing number of posts in the same grade	
5	Reasons for creation (a) Work Load. (b) Expansion of the Department. (c) New programmes. (d) Creation of office. (e) Organisational. (f) Any other reason.	
6	Financial implication – salary, allowances, supporting staff, vehicle, office expenses etc	
7	Whether under Plan / Non-Plan	
8	If Plan, whether CSS, State Plan, Central Sector, Any other	
9	Number of year Plan fund available before conversion into Non-Plan	
10	Availability of fund Plan / Non-Plan for salary and other expenses	

Counter Signature of  
Administrative Head

Signature of the  
Head of the Department