

CHAPTER : 25 – MISCELLANEOUS

(25.1)

Government of Nagaland Home Department Political Branch

NOTIFICATION

NO.CON.125/75:

Dated, Kohima, the 30th June, 1975.

Whereas the State of Nagaland consider it necessary to take special precautions and prevent entry of unauthorised persons in respect of the under mentioned places.

Now, therefore, in exercise of the powers conferred by Rules 8/9 of Defence of India Rules, 1971, the State Government declare the under mentioned places to be protected places/areas.

Schedule

Protected places/areas.

Kohima District:

25 metres around the following places/areas:-

- (a) Nagaland Secretariat (Civil).
- (b) Nagaland Assembly Secretariat.
- (c) Commissioner's Office,
- (d) Deputy Commissioner's Office including Treasury and State Bank of India.
- (e) Office of the Development Commissioner.
- (f) Office of the Director of Information, Publicity and Tourism.
- (g) Microwave installations.
- (h) Telephone Exchange.
- (i) All India Radio.
- (j) Power House.
- (k) Hydro-Electric Power Station.
- (m) Water supply.
- (n) Police Radio Organisation.
- (o) All major bridges in the District.
- (p) Cinema hall.
- (q) Petroleum depots in the district.

Dimapur sub-Division:

25 metres around the following places/areas:-

- (a) Office of the Additional Deputy Commissioner including Treasury and State Bank of India.
- (b) Telephone Exchange.
- (c) Power House.
- (d) Electricity Sub-Station situated at Nagarjan,
- (e) Aerodrome Building.
- (f) Water supply.
- (g) Cinema halls.
- (h) Petroleum depots.

Peren Sub- division.

25 metres around the following places/areas:-

- (a) Office of the Addl. Deputy Commissioner including Sub-Treasury.
- (b) Police Radio Organisation.
- (c) All major bridges in the Sub-divisions.
- (d) Water supply.

Mokokchung District:

25 metres around the following places/areas:-

- (a) Office of the Deputy Commissioner including Treasury and State Bank of India.
- (b) Telephone Exchange.
- (c) Electricity Power house.
- (d) Water Supply.
- (e) Police Radio organisation.
- (f) All major bridges in the District.
- (g) Cinema Hall:
- (h) Petroleum Depots in the District,

Tuensang District:

25 metres around the following places/areas:-

- (a) Office of the Deputy Commissioner including Treasury and State Bank of India:
- (b) Telephone Exchange;
- (c) Electricity Power House;
- (d) Water Supply;
- (e) Police Radio Organisation;
- (f) All major bridges in the District;
- (g) Petroleum Depots in the District.

Kiphire Sub-Division:

25 metres around the following places/areas:-

- (a) Office of the Addl. Deputy Commissioner including Sub-Treasury;
- (b) Police Radio Organisation.
- (c) All major bridges in the Sub-division;
- (d) Water Supply.

Mon District:

25 metres around the following places/areas:-

- (a) Office of the Deputy Commissioner including Sub-Treasury;
- (b) Telephone Exchange;
- (c) Water Supply
- (d) Electricity Power House;
- (e) Police Radio Organisation;
- (f) All major bridges in the District;
- (g) Petroleum Depots in the District;

Phek District.

25 metres around the following places/areas:-

- (a) Office of the Deputy Commissioner including Sub-Treasury;
- (b) Telephone Exchange:-
- (c) Electricity Power House;
- (d) Water Supply;
- (e) Police Radio Organisation;
- (f) All major bridges in the District;
- (g) Petroleum Depots in the District;

Wokha District:

25 metres around the following places/areas:-

- (a) Office of the Deputy Commissioner including Sub-Treasury;
- (b) Electricity Power House
- (c) Water Supply;
- (d) Police Radio Organisation;
- (e) All major bridges in the District.

Zunheboto District:

25 metres around the following places/areas:-

- (a) Office of the Deputy Commissioner, including Sub-Treasury;
- (b) Electricity Power House;
- (e) Water Supply;
- (d) Police Radio Organisation;
- (e) All major bridges in the District;

The above order excluded bonafide visitors, employers, authorised staff and other staff on duty.

Sd/- H. ZOPIANGA
Chief Secretary to the Govt. of Nagaland

(25.2)

**Government of Nagaland
Home Department Political Branch**

NOTIFICATION

NO.CON-125/75

Dated Kohima, the 27th August'75.

In continuation of this Department's notification of even number dated 30th June, 1975, the State Government declare under mentioned places/areas also to be protected places/areas.

SCHEDULE

PROTECTED PLACES/AREAS

Kohima District:

Chephema Microwave station.

Dimapur Sub-Division:

Dimapur Microwave station

Chumukedima Telephone Exchange

Ghaspani

Mokokchung District:

Impur Telephone Exchange

Tuli.

Wokha District

Wokha Telephone Exchange

Zunheboto District:

Zunheboto Telephone Exchange

The above order excludes bonafide visitors, employees, authorised staff and other staff on duty.

Sd/- H.ZOPIANGA

Chief Secretary to the Government of Nagaland

(25.3)

**Government of Nagaland
Home Department: Political Branch**

NOTIFICATION

NO.CON-125/75

Dated, Kohima, the 22nd Dec' 1975.

Whereas the State of Nagaland considers it necessary to take special precautions and prevent entry of unauthorised persons in respect of the under mentioned places:

Now, therefore in exercise of the powers conferred by Rule 8/9 of Defence of India Rules, 1971, the State Government declares the under mentioned places to protected places/areas:

SCHEDULE

PROTECTED PLACES/AREAS:

Kohima District:

Chephema Microwave Station.

Dimapur Sub- Division:

Dimapur Microwave Station
Chumukedima Telephone Exchange
Ghaspani Telephone Exchange
Nagaland Sugar Mill Company, Dimapur.

Mokokchung District :

Impur Telephone Exchange
Tuli -do-
Nagaland Pulp and paper company Tuli.

Wokha District:

Wokha Telephone Exchange.

Zunheboto District :

Zunheboto Telephone Exchange.

Mon District:

Plywood factory, Tijit.

1. The above order excludes bonafide visitors, employees, authorised staff and other staff on duty.

These issues in continuation of this Department's notification of even number date 30th June, 1975 and in supersession of this Department's notification of even number dated 27th August, 1975.

Sd/- H.ZOPIANGA

Chief Secretary to the Government of Nagaland

(25.4)

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

MEMORANDUM

No.SAB-7/32/67

Dated, Kohima, the 22nd August' 1979

It has come to the notice of the Government that Government officials undergoing medical treatment outside the State are availing of journey by air at Government's cost along with their escorts/ attendants usually on the authority issued by the Medical & Public Health Department.

Whether such facility can be provided to Govt. a servant was examined it is seen from the Medical Attendance Rules applicable to Government Servants that mode of journey should usually be by Rail or such other cheaper means of conveyance normally.

Under Para-3 of Appendix XV to Medical Attendance Rules traveling by Air is not admissible for journey undertaken to receive Medical attendance or Treatment outside the State except in very exceptional situation, where it is absolutely essential so as to avoid the risk of serious aggravation in the condition of the patient or danger to his life. For this purpose, the facility to undertaken journey by air is not readily given to such/not officials who otherwise are/entitled to travel by Air on official duty without examining their respective cases on merit.

The present practice of according sanction to undertake air journey for receiving medical attendance or treatment outside the State by the Medical & Public Health Department in pursuance of Item 82 of Schedule III of the Delegation of Financial and Cognate Power Rules, 1964, irrespective of the fact as to which Administrative Department such Government officials belong appears to be not in order. Under the said provision of the Rules, the Medical and Public Health Department is competent to accord sanction on such Government Officials who are under their administrative control as far as medical treatment or attendance of Government Officials is concerned.

Therefore, it is clarified that hereafter sanction for undertaking journey by air for receiving medical attendance or treatment outside the State will be accorded by the respective Administrative Departments to government officials only where it is absolutely necessary and full conformity with Para-3 of Appendix XV to Medical Attendance Rules when it is advised by authorised Medical Officer and consultation with such specialist concerned, if available. In cases of such officials, who are normally not entitled, to undertake journey by air on official duty, when for the purpose of medical attendance or treatment, sanction for performing journey by air can be accorded only with the approval of the Chief Secretary by Administrative Department.

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

(25.5)

Government of Nagaland
Home Department : Political Branch

NOTIFICATION

NO.CON-67/77(Pt)

Dated Kohima the 24th September, 1982.

In supersession of all previous Notification issued in the regard the Governor of Nagaland is pleased to decide that the Order of Precedence appended to this notification shall be observed at all State functions in the State of Nagaland.

Sd/- Z. OBED

Chief Secretary to the Govt. Of Nagaland

A P P E N D I X

4. Governor of Nagaland.
7. Chief Minister of Nagaland.
10. Deputy Chief Minister of Nagaland
14. Speaker of the Nagaland Legislative (Vidhan Sabha) Chief Justice of the High Court of Assam and Nagaland.
15. Cabinet Ministers of the State of Nagaland. Holder of 'Bharat Ratna, Padma Vidhusban, Padma Bhushan and Padma Shri' Awards. Leaders of the Opposition in the House (Vidhan Sabha), Ex-Chief Minister of Nagaland/other States of the Country.
17. Puians Judges of the High Court.
18. Deputy Speaker of Nagaland Legislative Assembly (Vidhan Sabha) Ministers of State.
19. Deputy Ministers of State.
21. Members of Parliament (Raja Sabha and Lok Sabha) Members of Legislative Assembly (Vidhan Sabha)
23. Chief Secretary to the Govt. of Nagaland/Additional Chief Secretary to the Govt. of Nagaland.
24. Director General of Police
Director General of Assam Rifles
Lt. General or equivalent rank
Lt. Governors (outside their respective Union Territories)
Chief Secretaries of the State Governments outside their respective State Governments outside their respective State.
25. Inspector General of Police.
Commissioner
Chairman, Nagaland Public Service Commission, General Officer Commanding 8 Mountain Division, Vigilance Commissioner.
Agriculture Production Commissioner.

26. Joint Secretary to the Government of India, Officers of the rank of Commissioner in the State
Major General or equivalent ranks, Advocate General of Nagaland.
Retired Chief Secretaries to Government, of Nagaland Vice-Chancellor of North Eastern Hill University, General Manager, Purvanchal (N.F) Railway, Member of Nagaland Public Service Commission, Accountant General, Nagaland.
27. Secretaries/Additional Secretaries to the Government, Secretary to the Chief Minister (when held by cadre officers) Secretary, Nagaland Legislative Assembly (Vidhan Sabha), Heads of all Major Departments, Post Master General, Purvanchal (NE) circle, Collector of Customs and Central Excise, Commissioner of Income Tax, General Manager, Tele-Communications, Member State Public Service Commissions.
28. Joint Secretaries to the State Government, Deputy Commissioners within their districts. Brigadiers of the Army or equivalent ranks, Registrar, High Court of Assam and Nagaland, Pro-Vice-Chancellor, Deputy Inspector General of Police, Deputy Director Subsidiary Intelligent Bureau, Commissioner of Taxes and Excise, Commissioner of Transport, Chief Traffic Superintendent, Purvanchal (N.F.) Railway, Director of Telegraphs, Director of Postal Service, Tribunal Vigilance Commission, President, Nagaland Peace Council.
29. Chief Judicial Officer.
Heads of all Minor Departments, Additional Chief Engineers, Public Works Department, Additional Chief Engineer Public Works Department, Additional Chief Engineer, Electricity, Conservator of Forests, Senior Deputy Accountant General, Regional Officer, Field Publicity, Superintendent of Police and officers of equivalent rank within the District, Colonel of the Army/Group Captain of the Indian Air Force, Deputy Secretaries to the State Government/Joint. Directors and equivalent ranks.

Note: 1. the order in this table of precedence is meant for state and ceremonial occasions and may not be strictly followed on more informal occasions.

Note: 2. persons in the table of precedence will take rank in the order of the number of the entries. Those included in one number will take precedence inter se according to the date of entry into that number.

Note: 3. The order in which the posts are mentioned in one number is not the basis for determining the seniority inter se.

Note: 4. except in the case of ladies who hold a post mentioned in the table of precedence, all ladies will take their places along with their husbands in their respective order of precedence.

Note: 5. notwithstanding the precedence allotted in the table all officers belonging to a given service, will as between themselves take their place according to their relative seniority in the respective cadres irrespective of the post they hold by order of the Governor of Nagaland.

Sd/- Z.OBED

Chief Secretary to the Government of Nagaland

(25.6)

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

OFFICE MEMORANDUM

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

Dated, Kohima, the 5th Sept. 1986.

In continuation of this Department's Office memorandum of even number dated 5th June' 1986, it has been decided that the following measures will be taken to enforce security within the main Secretariat complex:-

- (i) Both the iron gates in the main Secretariat should be kept closed. Only VIP cars, cars of Chief Secretary and other senior officials of the Secretariat will be permitted to enter the main Secretariat complex. All other vehicles will be parked outside the gate and only the officials/staff with proper identity cards may be allowed to enter the main Secretariat.
- (ii) All Government employees should carry identity cards with them and show it to the Security staff in the main gate while entering. Any Government employee entering Secretariat without such permit will have to obtain permit from the Security Officer at the gate.
- (iii) No outsider will be permitted to enter the Secretariat without permission and valid permit issued by the Security staff.
- (iv) A time limit should be mentioned in the entry permit beyond which no outsider can remain in the Secretariat premises.
- (v) Outsiders desiring to meet Ministers, Chief Secretary and other high officials of the Govt. will be permitted only when permission is granted to them. Such permission will be obtained through the PBX installed near the gate.

Sd/- LALHUMA

Secretary to the Govt. of Nagaland.

(25.7)

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

OFFICE MEMORANDUM

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

Dated, Kohima, the 5th Sept. 1986.

In continuation of this Department's Memorandum No. SAB-11/9/78 dated 6-1-79, the undersigned is directed to say that the following will be the additional duties and functions of the Chief Security Officer, Nagaland Civil Secretariat, Kohima:-

- (1) The Chief Security Officer should be overall in-charge of the security in the main Secretariat complex and also other Secretariat Departments located at different places. He should make effort to go round to these places for supervision of security measures at least once a day.
- (2) He should be responsible for making sufficient security measures in and outside the Secretariat complex, issue necessary instructions and conduct surprise check from time to time.
- (3) As a security measure, he should check the office rooms of the Chief Minister, Chief Secretary and their high officers located within the Secretariat from time to time.
- (4) He should have closed liaison with Secretary (Home) and coordinate security measures to be adopted from time to time.
- (5) He will submit daily inspection report to the Secretary, Home Department.

Sd/- LALHUMA
Secretary to the Govt. of Nagaland

(25.8)

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

No AR-11/2/78

Dated Kohima the 17th November' 1988

To,

1. All Secretaries to the Govt. of Nagaland.
..... Department.
2. The Commissioner, Nagaland, Kohima
3. All Heads of Departments.
4. All D.Cs/A.D.Cs.

Sub:- APPLICABILITY OF CENTRAL ACT TO THE STATE OF NAGALAND.

Sir,

The erstwhile Naga Hills District was in part-I of the table appended to the Sixth Schedule of the Constitution and continued to remain there as autonomous district upto 30-11-1957. District Council was not constituted for the erstwhile Naga Hills District as a result this area was governed by paragraph 19 of the Sixth Schedule till 30-11-1957. The said paragraph 19 enjoined that no Act of Parliament would apply to the erstwhile Naga Hills District unless the Governor extended the Central Act by a Notification.

The power of the Governor to extend the Act to this area ceased with effect from 1-12-1957 and as such the Central Act could no longer be extended to the State of Nagaland through notification.

As a result of change in constitutional position of Nagaland, the Central Acts in the Union list which were not applicable can only be extended to Nagaland by projecting a Bill in the Parliament. Even now the policy of the Government is not burden the State with Acts which affect the subjects specified in Article 371A of the Constitution. Such Central Acts can be extended by the State Legislature by passing a resolution in the Assembly.

In view of the constitutional position given above if any Department of Government want to extended the Central Act to the State of Nagaland then such proposal may be examined from various angles, if need be, comments and opinion of the legal experts may be taken. The Department may thereafter take steps to get the approval of the Cabinet.

Similarly if it is considered necessary to extend certain sections of the Code of Criminal Procedure 1973 under section 1 (2) of the Act, prior approval of the Cabinet may be taken before a notification to this effect is issued.

Yours faithfully,

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

(25.9)

**Government of Nagaland
Home Department: Home Branch**

NOTIFICATION

Dated, Kohima, the 30th Sept' 1995.

No. HOME/SCTA-16/94 : : The Governor of Nagaland is pleased to decide that the name 'SUMI' shall replace 'SEMA' with immediate effect. Henceforth, the name 'SUMI' shall be used in all official and non-official correspondences.

Sd/- L. COLNEY

Additional Chief Secretary (Home)

(25.10)

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

OFFICE MEMORANDUM

Dt. Kohima, the 19th Nov' 1996.

No.AR-12/1/89 : : It is brought to the knowledge of all concerned that whenever assistance is taken by the State Government from Indian Missions and posts abroad for making arrangements for visiting delegations, Seminars and in arranging meetings etc. steps may be taken to ensure that last minute cancellations or postponements are avoided in order to prevent embarrassment to the Missions as well as in the interest of the image of the Country abroad.

Care may be exercised to avoid acceptance of invitations or scheduling of visits prior to seeking all necessary clearance. In case last minute changes became necessary, the earliest possible indication of it followed by a letter conveying appropriate sentiments to the foreign counterparts might serve to navigate the adverse and negative signals that are generated due to such re-scheduling.

Sd/- N.G.LALOO, IAS.

Commissioner & Secretary to the Govt. of Nagaland.

(25.11)

**Government of Nagaland
Home Department
General Administration Branch-II**

No.GAB-10/NLH/87

Dt. Kohima, the 7th July, 2000

OFFICE MEMORANDUM

Sub:- Rules for reservation/allotment of accommodation in Nagaland Houses thereof :

The accommodations in Nagaland Houses are primarily intended for VIPs and senior officers of the Govt. of Nagaland for their accommodation on Govt. duty. However, reservation/allotment of rooms in Nagaland Houses are received by the Home Department from various level of Govt. servants/NGO and political parties. The Govt. has therefore, revised the entitlement of accommodation in Nagaland House are as order:-

- (a) Governor/Speaker/Chief Minister.
 - (a) Ministers/MPs/
 - (b) Officers and other employees of Nagaland Govt. traveling on official duty.
 - (c) MLAs of Nagaland.
 - (d) Ex-VIPs of Nagaland
1. Patients whose cases have been referred by the State Govt. Medical Board to recognized institutions in New Delhi, Calcutta and Guwahati for specialised treatment.
 2. All concerned Ex-VIPs and Govt. officials visiting the Houses should make prior reservation with the RC/DRC/ARC by themselves. It is expected of all Govt. officials to state the exact nature of their visit which may be entered into occupancy register for payment accordingly.
 3. In the case officials tours performed by Hon'ble MLAs of Nagaland request for reservation should be sent to the authorities of the concerned Nagaland House by the Assembly Secretariat under intimation to the Secretary, Home Deptt. GAB-II.
 4. For staying of Non-Govt. employees in the Nagaland House, permission of the Home Department will be a prerequisite.
 5. While 'officials on duty include any Govt. servant on bona-fide duty, accommodation for officials not on duty will be restricted to Class-I Gazetted Officers only in view of the limitation of rooms.
 6. Air condition rooms will be provided only to Joint Secretaries and above and Heads of Departments.
 7. Room No-I in Nagaland House, New Delhi and VIP suite No.D in Nagaland House Calcutta will be exclusively reserved for the Governor, Speaker and Chief Minister of Nagaland and it will not be allotted to anybody else.
 8. Room No.2&3 in Nagaland House, New Delhi and VIP suite No. A,B&C will be reserved for the Ministers/Chief Secretary/Addl. Chief Secretary and other Officers of Nagaland in identical scales.
 9. Common services are provided to guests by the Govt. Gr-IV & other staff in the Houses should not be used for personal errands for any other private duties.
 10. Guests should not resort to tipping the staff in the Houses and the later should not accept the same as this very often leads to differential treatment of guests.

11. No occupants will be permitted to stay in Nagaland Houses for more than 7(seven) days except for officials on bona-fide duty (this does not include training course) for any day beyond 7 days permission of the Home Department should be obtained.
12. Holding of non-Governmental functions/parties within the premise of the Nagaland Houses, will not be allowed, except on prior permission of the Home Department.
13. The occupants shall be responsible for the proper use of furniture, crockeries, fixture, fittings and such other items provided loss, damage and breakage items shall be liable to be compensated by the occupants.
14. Officers on duty using telephone shall pay immediately the prescribed rate or the amount of the computerised bill to the incharge of the Houses with necessary entry in the telephone trunk call register and claim re-imbursement from the concerned Department. Other telephone users shall pay the charge in the same manner.
15. Any complaint, which the occupants like to record, shall be entered in the complaint book maintained with the officer incharge.
16. The State Govt. reserves the right to amend other relaxes if of the opinion that circumstances justify such action.

Sd/- H.K.KHULU, IAS.
Home Commissioner, Nagaland.

(25.12)

Government of Nagaland
Home Department : : Police 'B' Branch

OFFICE MEMORANDUM

Dated Kohima, the 5th Dec'2003.

NO.POL/ARMS/7/86 : : The State Government had banned issue of any Arms License vide No.NGO-38/86/(A) dated 29/1/90/ and subsequent further restrictions issued vide No. POL-21/ATMS/82-83 dated 13/2/92 and O.M. No. NGO-94/96 Dated 1/8/96. However, the Deputy Commissioners and Additional Deputy Commissioners continue to forward application to Home Department for approval.

Therefore, if is once again impressed upon all concerned that the instructions should be strictly adhered to and no application should be forwarded to Government.

Henceforth, till such time the ban is lifted no applications for issue of Arms License shall be entertained expect in exceptional circumstance which should specifically be indicated while forwarding.

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

(25.13)

**Government of Nagaland
Home Department Police 'B' Branch**

NOTIFICATION

Dated, Kohima, the 26th February' 2004.

NO.POL-2/VG/130/2003 : In the interest of Public Service, the Governor of Nagaland is pleased to order adoption of the Village Guards Organization, Flag, Badge, Motto and Logo for official use with the following descriptions.

1. Flag & Badge : Colour combination of Yellow and Green Rainbow Green wherein Yellow colour signify Authority, Power and Tenacity and Green colour signify Degree of Challenges and Responsibility
2. Motto : Indigenous, Security and Service.
3. Logo : Shield and headgear with a colour combination of pink and Green. The shield signifies courage and Defence and Headgear stands for victory.

This issue with the approval of the Cabinet communicated vide No. CAB-2/2003 dated 16.2.2004.

Sd/- P.TALITEMJEN AO

Addl. Chief Secretary to the Govt. of Nagaland

(25.14)

**Government of Nagaland
Department of Personnel & Administrative Reforms
(Record Cell)**

NO.RC-79/2000

Dated Kohima, the 19th March, 2004

MEMORANDUM

Sub:- Maintenance of records-delineating the responsibilities of the State Archives, Record Cell and individual Department.

As per the instructions/guidelines contained in the Manual of Office Procedure, each and every Department is expected to give due importance to maintenance and preservation of records. Records management is not getting adequate attention in our system. Even records of historical values having future importance are getting lost or destroyed. Hence, it is once again brought to the notice of all the Departments in the State government to strictly follow the norms for maintenance, preservation and retention schedule of records as laid down in this Memorandum.

Classification of records. Normally records are classified into three categories namely (i) Class 'A' (ii) Class 'B' and (iii) Class 'C' Files/documents may be recorded under any one of these Classes as indicated below.

- (a) Class 'A' means any documents/files having historical values/importance and that may be required for frequent reference. These categories of files documents are to be scanned and preserved for indefinitely. The originals of all files/documents of this category should be preserved. This 'A' category of files/documents are to be reviewed every 25 years.
 - (b) Class 'B' means files/documents which contain orders and instructions etc. having no permanent importance and are not likely to be required for reference after 10-12 years. This category of documents shall be preserved for 12 years.
 - (c) Class 'C' means files/ documents of secondary importance which may be preserved for a very limited period. This category of files/documents shall be preserved for a minimum of 5 (five) years and not more than 10 years.
2. Records of any category should not be destroyed or weeded out without first scrutinizing reviewing the contents in its true perspective by the competent authority.
3. All Administrative Departments/Heads of Department/Officers under the State Government should have their own Departmental Record Room with a minimum of one or two Assistants specifically assigned and made responsible for proper maintenance of records.
4. All records and files having historical/archival values and are selected for permanent preservation and falling under classification 'A' should be transferred to the State Archives after being closed or recorded as laid down in the Manual of Office Procedure, subject to the following limitations:-
- (a) Files/documents bearing any security classification or confidential in nature should not be transferred to the State Archives such documents files in respect of Nagaland Secretariat should be sent to Record Cell under the Department of P&AR for preservation.
 - (b) The Governor's Secretariat, the Cabinet Secretariat, the C.M's Secretariat and the Nagaland Public Service Commission may prescribe a period longer than 25 years for transfer of the non-confidential records.
 - (c) Any individual files or records may be retained by a Department or office beyond the stipulated period for adequate reasons,
 - (d) Classified files/ documents remaining untransferred to State Archives at the end of the stipulated period should be appraised once in five years with a view to down-grading them and, downgraded files/documents fit for permanent preservation be transferred to the State Archives.
 - (e) Records once transferred may be withdrawn from the State Archives by the Department Office concerned for stipulated period by appraising the Archives of the reasons for taking such action.

5. Records pertaining to a body becoming defunct with no successor taking over its functions should be transferred to the State Archives soon after the body is defunct.
6. No records/documents more than hundred years old should be destroyed.
7. The Director of State Archives shall be responsible for the custody, proper care and management of all records received in the State Archives of Nagaland
8. The Director of State Archives is required to coordinate and guide all operations connected with public records in respect of their administration, preservation and elimination, with a view to ensuring that records of permanent values are not destroyed and are transferred to the State Archives at appropriate time.
9. The Director of State Archives will submit a report to the Government every year on the management of records, with particular reference to the actual working of the record management system.

Sd/- R.S.PANDEY
Chief Secretary

(25.15)
Government of Nagaland
Home Department General Administration Branch (Protocol)

NO.GAB/PRO-6/2004

Dated, Kohima, the 23rd May 2005.

ORDER

1. The State Government has been receiving request from various quarters to declare dignitaries on visit to the State, often with their family members, while on tour in Nagaland in connection with unofficial engagements or simply on private visits. To have them declare as State Guests and have the full facilities of a State Guest to be extended to them at the expense of the public exchequer for indefinite periods of time.
2. The State Government has, in this connection, framed and notified the “Nagaland State Guest Rules, 1990” which, inter alias, State that the following dignitaries when on visit to Nagaland on Official duty may be treated as State Guests:

The following dignitaries when they visit Nagaland on official duty may be treated as State Guests.

- (a) The President and Vice-President of India.
- (b) The Prime Minister, Cabinet Ministers, Ministers of State and Deputy Ministers of the Government of India.
- (c) Speaker and Dy Speaker of the Lok Sabha and Deputy Chairman of the Rajya Sabha.
- (d) Chairman and Members of the Planning Commission and the Comptroller and Auditor General of India.

- (e) Governors, Chief Ministers, Cabinet Ministers, Minister of State and Deputy Ministers of the State Governments.
- (f) Speakers and Deputy Speakers of the State Legislative Assemblies, Chairman and Deputy Chairman of the State Legislative Councils.
- (g) Lt. Governors, Chief Commissioners, Chief Ministers, Ministers and Deputy Ministers of the Union Territory Governments/Administrations.
- (h) Speakers and Deputy Speakers of the Union Territory Legislative Assemblies
- (i) Chief Justice and Judges of the High Court of India.
- (j) Chief Justice and Judges of the High Courts of States.
- (k) Eminent personages-India and Foreign (Local Government will decide as and when occasion arises).
- (l) Chief Secretaries of the State Governments.
- (m) Secretaries and Additional Secretaries to the Government of India.
- (n) Chairman and Members of the Union and State Public Service Commissions.
- (o) Chairman and Members of
 - i. Minorities Commission.
 - ii. National Commission for Scheduled Castes.
 - iii. National Commission for Scheduled Tribes.
 - iv. Atomic Energy Commission.
 - v. Parliamentary/Assembly Committees.
 - vi. Other statutory Commissions.
- (p) Leaders of Opposition in Parliament and State Legislative Assemblies.
- (q) Any other dignitaries as the State Government may declare as State Guest on the analogy enumerated above.

3. Visit to the State on official duty would mean that the classified dignitary's visit shall be in connection with official engagements within State to be intimated to the State government by the dignitary's office well ahead of time.

4. It is also considered pertinent to reproduce Rule 7 of the said notification which says "The period for which a State Guest and party will not normally exceed four days within the state at time but in exceptional cases the Government may decide to treat a Guest as a State Guest for a longer period".

5. In view of the above considerations the State Government after careful consideration has decided that dignitaries on visit to the state but not on official duty may considered essential, but shall not be extended the facilities of a State Guest. It is also decided that minimum security cover when provided shall not exceed 4 (four) days at a time but can be extended for a longer period in special circumstances.

6. This O.M. is being issued by the State Government after careful consideration in order to avoid undue embarrassments.

Order issued in the name and on behalf of the Governor of Nagaland.

Sd/- E.T.SUNUP
Addl. Chief Secretary (Home)

(25.16)
GOVERNMENT OF NAGALAND
HOME DEPARTMENT:: NAZARAT BRANCH

No.NAZ-8-N&M-2013

Dated Kohima, the 23rd Feb, 2016.

OFFICE MEMORANDUM

Sub:- Discontinuation of Newspapers/Magazine Entitlement and Entertainment Allowance to Officers in the Secretariat.

Pursuant to the Cabinet decision vide no. CAB-2/2013, dated 1st February, 2016, the Governor of Nagaland is pleased to order the discontinuation of Newspaper/Magazine Entitlement and Entertainment Allowance to Officers in the Secretariat w.e.f. 1st February, 2016.

1. However, the supply of Newspapers and magazines to the Office of the Chief Secretary, the Home Commissioner and AHOD of IPR Departments shall continue for the purpose of official references and maintenance of record.

Sd/-NEIHU C. THUR, IAS
Home Commissioner to the Govt. of Nagaland.

(25.17)
GOVERNMENT OF NAGALAND
HOME DEPARTMENT: NAZARAT BRANCH

No. NAZ-8/ZCH/2014

Dated Kohima, the 25th Feb, 2016

OFFICE MEMORANDUM

Sub: Use of Secretariat Conference Hall

The Secretariat Conference Hall is under the Home Department and taken care of by the Nazarat Branch.

There are many instances wherein Departments fix official meetings without informing Nazarat Branch about the meetings scheduled in the Secretariat Conference Hall. This leads to the Caretaker of the Hall being unable to keep the Hall ready for the meeting. It is also informed that prior permission for use of the Hall be obtained to avoid coinciding with other pre-arranged meetings and causing inconveniences to all parties.

The user Departments are also requested to detail their respective staffs to the meeting if refreshment is to be served.

Therefore, the Departments desiring to use the Hall are advised to inform or obtain permission 2(two) days prior to the meeting.

Sd/-NEIHU C. THUR IAS
Home Commissioner to the Govt. of Nagaland