

SECTION – B : PERSONNEL MANAGEMENT

CHAPTER : 5 – SERVICE MATTERS

(5.1)

**Government of Nagaland
Finance Department**

No. FIN-23/64/A

Dt. Kohima, the 4th Oct, 1966.

OFFICE MEMORANDUM

Sub: Conversion of Temporary posts in Ministries and Departments of the Government of India into Permanent ones.

The undersigned is directed to forward a copy of letter No 23(46)-E.G.I./65 dated 13-9-66 from the Government of India, Ministry of Finance, Department of Expenditure on the subject indicated above for information guidance and necessary action.

Sd/-L.R LOTH

Under Secretary to the Govt. of Nagaland

To,

1. The Commissioner, Nagaland,
2. The Development Commissioner, Nagaland.
3. The Commissioner of Taxes, Nagaland
4. The Secretary, Nagaland Legislative Assembly.
5. All Heads of Departments.
6. All Deputy Commissioners.
7. All Branches in the Secretariat.

Copy of O.M No.23(46)-E.G.I./65, dated the 13th September, 1966 from the Government of India, Ministry of Finance Department of Expenditure, New Delhi, addressed to all Ministries of the Government of India, etc.

Sub:- Conversion of Temporary posts in Ministries and Departments of the Government of India into permanent ones.

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F.18(2)-E.(Spl)/60 dated the 24th March, 1960, on the above subject, according to which Ministries may convert 80% of temporary posts other than class IV posts, into permanent ones provided they have been in existence for a continuous period of not less than 3 years and are required for work of a permanent nature. Temporary posts in certain non-permanent Departments such as the Department of Rehabilitation in which work cannot be regarded as of permanent nature could not be considered for conversion into permanent posts under these orders, even though the organisation itself might have continued for a number of years. The President has now been pleased to decide that 50% of the posts (other than class IV posts) in such non-permanent Department's as have existed for not less than 10 years and are not proposed to be wound up in the foreseeable future may also be made permanent provided the posts have been in continuous existence for a period of 5 years or more and are required indefinitely. In the case of Class IV posts, only 25% of such posts may likewise be converted into permanent ones.

2. The decision will also apply to subordinate and attached officers.
3. It is clarified that the above decision carries no guarantee that the temporary organisations covered by these orders would not be wound up or reduced in size in future. In the event of such an organisation not being continued in the existing form or strength the retrenched employees would, however, be entitled to retrenchment benefits as provided under the relevant Rules and orders.

(5.2)

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

NO.AR-11/7/76

Dated Kohima, the 4th Sept, 1976

OFFICE MEMORANDUM

Sub:- Submission of petitions by govt servants direct to the Govt/higher authorities.

Instances have come to the notice of the Government that inspite of the clear instructions contained in the Nagaland Government Servants Conduct Rules, 1968, Some of the officers and staffs of the State Government are in the habit of submitting their petitions on various matters direct to Government or higher authorities including the Chief Minister and other Ministers, Such indulgence on the part of those officers and staff is not desirable and they should abstain from such practice in future. Rule 19, of the Nagaland Government Servants Conduct Rules, 1968 provides that no Government servant shall submit any petition direct to Government or to any higher authority otherwise than through his immediate departmental superior and no Government servant shall send copies of such petitions to outside authorities who are not directly connected with consideration of the cases e.g. Ministers of various Departments and the Members of Legislative Assembly. Note below Rule 19 of the said Rules further provides that a Government servant, wishing to press a claim or to seek redress of a grievance in any matter connected with the service rights or conditions, shall address his immediate superior official or the head of his office or such other authority at appropriate level, as is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate authority has already rejected the claim or refused or ignored or unduly delayed the disposal of the case. When such an appeal or representation is made, it shall be submitted through the proper channel, though an advance copy of the appeal or representation may at this stage, be sent direct to the next higher authority but not to the Government.

All the Government Servants of the State Government are, therefore directed to strictly adhere to provisions of the above rule. Violation of these provisions of the rule, on the part of any Government servant will be dealt with in accordance with the relevant rules in force.

The contents of this communication should be brought to the notice of all Government servants serving in all subordinate offices of the Heads of Departments.

Kindly acknowledged receipt.

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

(5.3)

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

NO.AR-8/20/82 (II)

Dated Kohima, the 25 Feb' 1983.

OFFICE MEMORANDUM

Sub:- Gradation of Typist L.D.A-cum-Typist gradation & appointment-clarification thereof.

The undersigned is directed to refer to this Department Notification of even number dated 29-11-1982 and to say that in the new separate cadre of Typist, certain points have been raised with regards to treatment of L.D.A-cum-Typist already appointed on earlier occasion (i.e. prior to introduction of new policy). After careful examination it is clarified that the L.D.A-cum-Typists under the various Government Departments/Offices who have been already appointed prior to introduction of new separate Typist Cadre and those who are matriculate shall be treated as L.D.A. and those person who are not matriculate shall be treated as only Typist for all purposes.

Sd/ IMTIKUMZUK

Deputy Secretary to the Govt. of Nagaland.

(5.4)

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

NO.AR-8/20/82

Dated Kohima, the 25th Feb' 1983

OFFICE MEMORANDUM

Sub;- Gradation of separate Typist cadre clarification thereof:

The undersigned is directed to refer to this Department Notification of even number date 29-11-1982 and to say that certain points with regards to promotion of existing Grade-III Typist to higher grade for those who have passed the speed test conducted by the Nagaland Public Service Commission prior to introduction of separate cadre to Typist by the Government need clarification.

2. It has now been decided that those Typists who have passed/attained 40 W.P.M. in the speed test conducted by the Nagaland Public Service Commission prior to introduction of separate cadre of Typist and are now enjoying the advance increment(s) under the incentive scheme operative in the past and are having the qualifying length of service are eligible for promotion to Grade-II as per recommendation of the Commission.

3. Also those Typists who have completed 4 years of qualifying service may be directed to appear before the Nagaland Public Service Commission for speed test.

Sd/ IMTIKUMZUK

Deputy Secretary to the Govt. of Nagaland.

(5.5)

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

NO.AR-8/20/82

Dated Kohima, the 14th August, 1985.

OFFICE MEMORANDUM

Sub:- Exemption of Typist of Heads of Department/District and Subordinate office appointed prior to 30-11-82 from operation of the separate Typist cadre.

In continuation to this Department's Notification of even number dated 29.11.82 creating a separate Typist cadre, the undersigned is directed to refer to the above subject and to say that grievances of those regular Typist recruited prior to 30.11.82 have been under examination of the Government and a decision has now been made to allow them to exercise option either to remain in the newly created cadre or go in for L.D.A. under the usual procedure.

2. In view of the decision taken all eligible Typists on regular appointment as on 30-11-82 working in Heads of Department offices, District and Subordinate Offices may be directed to exercise their option accordingly in writing within 30 days of the receipt of this memorandum. In this connection this Office Memorandum of even number dated 25th Feb' 83 may please be referred to and similar option given to the LDA-cum-Typist as well.

3. This arrangement shall not apply to those typist appointed on or after 30-11-82 as they shall be borne on the regular Typists cadre constituted in accordance with the order quoted above.

4. The Memorandum may be brought to the notice of all concerned and its receipt acknowledged.

Sd/ IMTIKUMZUK
Joint Secretary to the Govt. of Nagaland

(5.6)

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

No.AR-13/2/69

Dated Kohima, the 21st September/1985.

OFFICE MEMORANDUM

Sub:- Abolition of equation of post of District and Divisional H.A.(Head Assistant) with that of UDA of Directorates:

The undersigned is directed to refer to this Department's Office Memorandum of even number dated 7.6.79 and 19.3.85 regarding equation of the post of District and Divisional Head Assistants with that of Directorate UDAs having identical time scale of pay and to say that after careful examination in the light of representations received from the Nagaland Directorate Ministerial Staff Association the Government have decided to abolish the equation with immediate effect.

This may please be brought to the notice of all concerned and action initiated accordingly.

Sd/- I. LONGKUMER

Chief Secretary to the Govt. Nagaland.

(5.7)

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

MEMORANDUM

No.PAR-1/10/79-AIS (PT)

Dated Kohima, the 27th Oct, 1986

SUB:- TRANSFER/POSTION OF SPOUSES AT SAME STATION.

The undersigned is directed to forward herewith a copy of the Government of India, Ministry of Personnel and Training New Delhi's letter No.29034/7/85-Estt. (A) dated 8-8-86 together with its enclosures on the subject cited above. Administrative and Head of Departments are requested to comply with the instructions of the Ministry in regard to the transfer and posting of spouses at the same station.

The receipt of the Memorandum may kindly be acknowledged.

Sd/- L.K. ANGAMI

Under Secretary to the Govt. of Nagaland

(5.8)

**Government of India
Department of Personnel & Training**

No.28034/7/86-Estt. (A)

New Delhi, the 8th August' 1986.

To

The Chief Secretary, of all State Governments.

SUB:- TRANSFER/ POSTING OF SPOUSES AT SAME STATION.

Sir,

I am directed to say that in keeping with Government policy that as far as possible and within the constraints of administrative feasibility, the husband and wife when both are Government servants should be posted at the same station to enable them to lead a normal family life and to ensure the education and welfare of their children, this Department have issued instructions to all Ministries and Departments under the Government of India, laying down broad guidelines to be followed by various cadre controlling authorities while considering requests from spouses for their posting at the same station. The guidelines have been issued with regard to those employees who are under the purview of the Central Govt. and Central Public Sector Undertakings. A copy of O.M. No. 28034/7/86 Estt. (A) dated 3-4-1986 issued in this regard is enclosed.

2. While the above guidelines apply only to Central Government employees of Central Public Sector Undertakings. I am further directed to request the State Governments to consider the issue of similar guidelines for posting of husband and wife at the same station in respect of the employees of State Governments etc. keeping in view the objectives which guided issue of instructions by the Government of India.

Yours faithfully,

Sd/-S.K. PARTHASARTHY
Joint Secretary.

(Cont of 5.8)
**Government of India
Ministry of Personnel & P.G. Pensions
Department of Personnel & Training**

No. 28034/7/86-Estt. (A)

New Delhi, Dated 3.4. 1986.

OFFICE MEMORANDUM

SUB:- POSTING OF HUSBAND AND WIFE AT THE SAME STATION.

The question of formulation of a policy regarding the posting at the same place of husband and wife who are in Government Service or in the service of Public Sector Undertakings has been raised in Parliament and other forums on several occasions Government's position has been that requests of Government servants and employees of Public Sector Under

takings for posting at the same station usually revive sympathetic consideration, and that each case is decided on merits, keeping in view the administrative requirements.

2. The Government of India has given the utmost importance to the enhancement of women's status in all sectors and all walks of life. Strategy and policies are being formulated and implemented by different Ministries of the Central Government to achieve this end. It is also considered necessary to have a policy which can enable women employed under the Government and the Public Sector Undertakings to discharge their responsibilities as wife/mother on the one hand, and productive workers on the other, more effectively. It is the policy of the Government that as far as possible and within the constraints of administrative feasibility, the husband and wife should be posted at the same station to enable them to lead a normal family life and to ensure to the education and welfare of their children.

(5.9)

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

OFFICE MEMORANDUM.

No.APB-3/24/96

Dated Kohima, the 25th June, 1987.

Sub:- Abolition of equation of posts of District and Divisional Head Assistant with that of UDAs of the Directorate.

The undersigned is directed to invite the attention of all concerned to this Department's letter No.AR-13/24/69 dated 21-9-1985 in which the equation of posts of District & Divisional Head Assistants and that of UDAs of the Directorate have been abolished, and to say that the two cadres will now be effective with retrospective effect from 1-12-84 i.e. the date on which higher scale of pay have been prescribed for the Head Assistants by the R.O.P. Rules 1984, instead of with effect from 21-9-85.

The incumbents holding the posts of Head Assistant in District and Divisional office and UDAs in the Directorate as on 1-12-84 should now be restored to their original cadre of appointment and their original seniority in the respective cadres, restored to him. However, those Head Assistants of District and Sub-Divisional offices who had already been promoted to the post of Superintendent on the basis of the common seniority shall continue to hold that post. In case any Directorate UDAs has been holding the post of Head Assistant during the period beginning from 1-12-84 to 20-9-85 have opted for the revised scale of pay of Head Assistants and is now to be restored to the original cadre of UDAs, as per this order, their pay may better fixed afresh as on 1-12-84 in the scale of pay of UDAs. The overdrawal if any during period i.e. with effect from 1-12-85 may be waived.

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

(5.10)

**Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch- O&M Cell)**

MEMORANDUM

NO.AR/O&M-2/92

Dated Kohima, the 8th July, 1992.

Sub:- Guidelines on posting and transfer of spouses in one station etc. in the State:

The question of posting of married Government Servants where both spouses are serving Government servants has been a recurring problem. This issue has been raised in the Parliament and in other forums in the past. In the All India Services, due consideration has been given where husband and wife are even accommodated in the same cadre. The main principle behind this philosophy is that when both husband and wife are in the same place of station they can improve their performance without disturbing family life to the larger interest of the people. The policy guidelines also has been adopted by Government of India in this matter in view that normal family life leads to proper education and welfare of children in the better interest of society. Now, therefore the undersigned is directed to state that Government had decided the following for State Government servants for compliance and guidance.

- For Spouses belonging to the same cadre e.g. N.C.S. and are both transferable.
- (i) They shall be preferable considered for posting to the same station.
 - (ii) Where the same station is not possible, such as in case of E.A.C. Headquarters or such other District post where in the event of same status/grade they cannot be accommodated because only one such post exists (DC/ADC/SDO(C) they shall be considered for posting to the nearest contiguous place within the same District.
 - (iii) Where the spouses belong to different cadre such as, one spouse in the N.C.S. and other spouse in other Department which are not transferable. The following arrangement may be made/followed:
 - (iv) The Spouse who is subject to District postings and transfers shall be given an opportunity to be posted in the Station where the other Spouse is working for a period of 3 years. After that, since exigencies may are of such Spouses may be posted to any other station within the State for a period of 2 years. On the expiry of that period he/she shall be considered for posting back to the same station as the spouse.
 - (v) In case, vacancies are not available in that particular station he/she shall be considered for posting to the nearest contiguous station within the same District.
 - (a) Where husband and wife belong to different cadres and whose posts are both transferable the following procedure may be adopted.
 - (b) They shall be considered for posting at the same station.
 - (c) Provided that where there are no such possibilities, they shall be considered for transfer to the same District and in the nearest contiguous possible station.

The receipt of this memo may be acknowledged.

Sd/- ALEMTEMSHI JAMIR
Secretary to the Govt. of Nagaland

(5.11)

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

OFFICE MEMORANDUM

Dated, Kohima, the 6th April, 1999.

NO. AR-8/37/81. Instances have come to the knowledge of the Government that many Government officials are indulging in the habit of exerting influence from public leaders in the matter of posting and transfer to further their interests in respect of matters pertaining to service under the Government.

It has also been observed that Government servants often submit petition to the Government or any higher authority without routing through their immediate Departmental Heads in violation of Rules 19 and 20 of the Nagaland Government Servants Conduct Rules, 1968. In this regard relevant extracts of the provisions of Rule 19 & 20 of the Nagaland Government Servants Conduct Rules, 1968 are reproduced below:

“Rule 19 Submissions of Petitions:- No Government servant shall submit any petition direct to Government or to any higher authority otherwise than through his immediate departmental superior and no Government servant shall send copies of such petitions to outside authorities is to say; authorities who are not directly connected with the consideration the of (e.g. Ministers of other Departments, Members of Legislatures)

NOTE:- A Government servant, wishing to press a claim or to seek redress of a grievance in any matter connected with the service rights or conditions, shall address his immediate official superior or the Head of his office or such other authority at the lowest level, as is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. When such an appeal or representation is made, it shall be submitted through the proper channel, though an advance copy of the appeal or representation may, at this stage, be sent direct.

Rule 20. Canvassing of Non-Official:- No Government servant shall bring or attempt to bring political or other outside influence to bear upon any superior to further his interests in respect of matters pertaining to his service under the Government”

Henceforth, all concerned are directed to adhere to the above instructions strictly, failure to comply with this OM. will invite disciplinary action.

Receipt of this OM may please be acknowledged.

Sd/- TALI LONGKUMER
Secretary to the Government of Nagaland

(5.12)

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

NO.AR-3/Gen-41/99

Dated Kohima, the 26th Aug'1999.

Sub:- Ban on Creation of new posts and engagement of Work Charged staff.

The Governor of Nagaland is pleased to reiterate orders banning creation of new posts and appointment of fresh work-charged staff against vacant posts or newly created posts with immediate effect until further orders.

2. Further, all Administrative Heads and Heads of Departments are directed to keep in abeyance any proposal for recruiting new Government employees till 31-8-99.
3. The receipt of the O.M. May please be acknowledged.

Sd/- TALI LONGKUMER
Secretary to the Govt. of Nagaland

(5.13)

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

OFFICE MEMORANDUM

NO.AR-1/ATI-5/Cont/96

Dated Kohima, the 29th Nov'1999

Sub:- Submission of Posts Continuation Orders and Incumbency List.

Instance have come to the knowledge of the Government that many Departments used to send late Post Continuation Orders (PCO) & Incumbency List (IL) to the office of the Accountant General, Nagaland, Kohima. Although the validity of the pay slip is only upto February of each year it is seen that Treasury Officers continue to allow pay & allowances upto May/June. It is also observed that the PCO & IL sent by Government department reach the office of the Accountant General very late i.e. during the month of June/July only and in some case even much later and that too with anomalies/infirmities. As a result of this, the Accountant General Nagaland, Kohima hardly have any time left to vet this document and initiate correspondence with the concerned Department for issue of pay slip.

All Administrative & Head of Department are, therefore, requested to ensure submission of consolidated and complete PCO & IL of the officers to the office of the Accountant General, Nagaland, Kohima invariably by January every year.

Receipt of this O.M. may please be acknowledged.

Sd/- TALI LONGKUMER
Secretary to the Government of Nagaland

(5.14)

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

OFFICE MEMORANDUM

NO.AR-5/ASSO/98 (C)

Dated, Kohima, the 26th Feb'2001

Sub:- Revised procedures for appointment in Government

The rules and procedures for appointments of Government service are clearly laid down. Despite this, instances have come to the notice of the Government that appointments are often being made by various Departments in complete violation of the existing orders/rules/procedures governing appointments which have been issued from time to time. The Government has taken a serious view of such violations of standing orders and in order to further clarify and streamline the procedures for appointment, the following revised guidelines/procedures are prescribed for appointments to Government service.

1. All appointments at all levels shall be made only against existing vacant posts that have been created in accordance with the rules in force. It is reiterated that no appointment of any sort shall be made in the absence of a vacant post.
2. All appointments shall be made strictly in accordance with existing rules/procedures in force i.e. either through the NPSC or through open advertisement or through Employment Exchanges, as the case may be. Further, the reservation policy of the Government for Backward Tribes shall be strictly followed in all cases where the reservation policy is applicable.
3. As per existing rules in force, all the ad-hoc/casual/temporary/work-charged appointments are banned. This ban continues to be in force and it is reiterated that no appointment on ad-hoc/casual/temporary/work-charged basis shall be made under any circumstances in any Department at any level.
4. All appointments to posts coming under the purview of the Nagaland Public Service Commission (NPSC) shall be made in accordance with the Service Rules and through the NPSC. It is the responsibility of every Appointing Authority to anticipate the likely vacancies and send requisitions for such posts to the NPSC well in time, so that the appointment is made in accordance with the provisions of the Service Rules. It may be noted that Service Rules are framed under Article 309 of the Constitution and are statutory in nature. Therefore, all appointments should be made only through the methods of recruitment as are prescribed in the Rules.
5. For appointment to posts not coming under the purview of the NPSC, the appointing authority shall fill up the vacancy in accordance with the provisions of the relevant service rules and/or the procedures laid down by Government for such appointments. Here again, it is the responsibility of every appointing authority to anticipate the vacancies that are likely to occur during the course of a year and take necessary action to fill up the vacancy strictly in accordance with rules and procedures.

6. If appropriate action as mentioned at paragraphs 3 and above is taken in time by the competent authorities there would be no occasion to resort to temporary measures to fill up any vacancy. However, in the event of extreme urgency to fill a vacant post or where there is likely to be delay in filling up the post on a regular basis through the NPSC, the concerned department may in exceptional cases, fill up the vacancy by appointing a person on contract basis (not ad-hoc/casual/work-charge etc). Any appointment on contract basis shall be governed by the following revised procedures with immediate effect.
- (i) It has to borne in mind that contract appointments are meant to be only a temporary measure for a limited period, till the vacancy is filled on a regular basis through the NPSC. It is not meant to be a permanent or long term arrangement under any circumstances.
 - (ii) No contract appointment shall be made for a period exceeding one year.
 - (iii) Any contract appointment shall be made only to a vacant post where the recruitment is to be done through the NPSC. No contract appointment shall be made to posts falling outside the purview of the NPSC. For posts outside the purview of the NPSC, the appointments shall be made in accordance with the rules laid down for such appointments.
 - (iv) Before any contract appointment is made the following actions shall be taken:
 - (a) The NPSC shall be formally consulted by the Administrative Department, giving reasons and justification why contract appointment is being resorted to. Prior clearance for making such contract appointment should be obtained in writing from the NPSC.
 - (b) After the clearance is obtained a requisition in the prescribed format should be sent to the NPSC for filling up the vacancy. The fact that a requisition to the NPSC has been sent shall be certified by the Administrative Department on the proposal itself.
 - (c) After the actions at (a) and (b) given above are completed, the proposal for contract appointment shall be submitted to the Cabinet for approval.
 - (d) No contract appointment shall be made by any competent appointing authority without following this procedure.
 - (e) It is envisaged that regular recruitment for any post filled up on contract basis shall normally be completed by one year. However, in the event the NPSC is unable to do so for any reason, and if the Department feels the necessity of extending the contract appointment, prior clearance of the NPSC shall be obtained for extending the contract appointment. Therefore, the matter shall be submitted to the Cabinet for approval, with the clearance of the P&AR Department.
 - (f) The terms of the contract shall be carefully drawn up and if necessary, the P&AR, Finance and Law Departments shall be consulted. The contract shall among other things clearly specify that the contract appointment will confer no right on the

appointee to claim regular appointment to the post, except in accordance with the prescribed rules.

- (g) The above procedures are brought to the notice of all concerned for strict compliance. The Secretaries and Heads of Departments shall be responsible for monitoring the strict implementation of these instructions and the concerned Appointing Authority shall be held solely responsible if any violation of these orders is noticed. The contents of this O.M. may be brought to the notice of all Subordinate and District offices for necessary action.

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

(5.15)

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

OFFICE MEMORANDUM

No. AR-5/ASSO/98(B)

Dated, Kohima, the 26th Feb'2001

Sub:- Ban on extension/re-employment of Government servants

The attention of all concerned is drawn to the contents of O.M. No. PAR-1/16/77 Dated 27/4/83 and Memorandum No.GAB/APA-5/13/74 dated 7/9/98 whereby the Government has banned extension in service or-employment of Government employees who have attained the age of superannuation.

2. It is hereby reiterated that these orders continue to be in force and no extension in service or re-employment of retired Government employees shall be resorted to by any Department at any level. In very exceptional case if the Government feels the necessity of re-employing a retired Government employees on the grounds of appropriate expertise not being available among serving employees for any specific assignment, such proposals shall require the prior approval of the Cabinet.

3. The contents of this O.M. are brought to the notice of all concerned for strict compliance. Any instances of violation of these orders shall be viewed seriously and is liable to attract disciplinary action. All Heads of Departments are also requested to send copies of this O.M. to all their District & Subordinate officers.

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

(5.16)

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

MEMORANDUM

Dt. Kohima, the 10th July, 2001

No.AR-2/1/87 : : For the purpose of considering the regularisation of the service of Work-Charged employees as contemplated under Section 2 of the Nagaland Work-Charged and Casual Employees Act, 2001 and subject to availability of vacancies, it has been decided by the Government that the following principles shall be applied:-

1. Seniority-cum-Merit.
2. Possessing minimum educational/Technical qualification required for the post.
3. Physical/Medical fitness.
4. Not otherwise disqualified on any other grounds as specified to be forming part of the Government retirement policy.

Sd/- RAGHU MENON

Addl. Chief Secretary to the Govt. of Nagaland

(5.17)

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

NOTIFICATION

NO.AR-13/5/89

Dated, Kohima, the 11th February, 2002.

The Governor of Nagaland is pleased to upgrade the existing posts of District and Divisional Head Assistants (other than those in the office of Deputy Commissioners) who have completed 10 (ten) years of continuous service as on 01-01-2001 in the scale of pay of Rs. 4750-7500/-P.M. to that of Head Assistant (Class-II Gazetted) in the scale of Rs. 6000-9750/-P.M. On upgradation, the post shall be re-designated as Head Assistant (Senior).

2. Their initial pay in the upgraded scale shall be fixed at the stage equal to the pay drawn by them in lower scale and the date of next increment shall be given on the date it falls due in the lower scale. If there is no such equal stage, then the pay shall be fixed at the next higher stage and the date of increment in this case shall be given on completion of a period of 12 (twelve) months in the scale.
3. This has been cleared by the Department of P&AR vide U.O. No.316 dated 12.10.2001, by the Upgradation Committee vide No.AR-3/Gen-58/2001 dated 09.11.2001 and concurrence of the Finance Department obtained vide RFC No.ESST/NO.26/45 dated 20.11.2001. This has the approval of the Cabinet vide No. CAB-1/2002 dated 18-12-2001.
4. This upgradation shall be effective from 01.01.2001.

Sd/- R.S.PANDEY

Chief Secretary to the Government of Nagaland

(5.18)

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

OFFICE MEMORANDUM

NO.AR-8/8/78

Dated, Kohima, the 13th Feb' 2002

Sub: Scheme of Compassionate Appointment for dependents of deceased Govt servants.

There have been demands from time to time for appointments in Government of spouses/children/relatives of those Government servants who die in harness. In order to lay down a rational policy to provide employment under the Government on compassionate grounds to family members of Government servants who die while in service leaving his/her family in need of immediate assistance by way of employment, the State Government had constituted a Committee under the Chief Secretary to examine the matter and make suitable recommendations thereof.

Accordingly, based on the recommendations of the Committee, a scheme for Compassionate Appointments has been adopted by the Government.

- 1) Appointment on compassionate grounds may be given only to a:
 - a) spouse, or
 - b) son, or
 - c) daughter, or
 - d) brother or sister.
- 2) Appointment on compassionate grounds shall be made only on a regular basis to direct recruitment posts and only if regular vacancies meant for that purpose are available in that Department where the deceased Government employee was serving. Applicants shall have no claimed to appointment under this scheme in any other Department other than that where the deceased employee was serving.
- 3) Appointments under this scheme, irrespective of the appointing authority specified under the rules, shall be made only with the approval of the respective Heads of Administrative Departments with the prior clearance of the Department of P& AR.
- 4) Appointments on compassionate grounds under this scheme shall apply only to Grade-III and Grade-IV direct recruitment posts under the State Government.
- 5) The benefit of such appointment shall be available to only one relative.
- 6) The number of appointments made under this scheme shall be limited to not more than 5% of the direct recruitment vacancies arising a year. All Departments shall maintain a waiting list in chronological order for each applicant.
- 7) Applicants under this scheme should be eligible and qualified for the posts in all respects under the provisions of the relevant Recruitment Rules. No relaxation in eligibility will be made under any circumstances, except to the extent provided under this scheme.
- 8) Appointments will not be restricted to a Grade-IV post provided the applicant is educationally qualified and a vacancy exists in a Grade III post.
- 9) The scheme will be applicable only to dependents of deceased Government servants appointed and serving on regular basis at the time of death and will not be applicable to those who were working on daily wage or casual or ad-hoc or contract or re-employment/extension/consultant basis.

- 10) The Upper age limit of applicants under this scheme may be relaxed in exceptional cases up to a maximum of 5 years in addition to existing relaxation, if any. The lower age limit shall, however, in no case be relaxed below 18 years of age.
- 11) A spouse appointed under this scheme shall be allowed to continue in service even after re-marriage.
- 12) Appointments made under this scheme shall not be transferable to any other person under any circumstances and any request for the same shall be invariably rejected.
- 13) The inter-se seniority of persons appointed under this scheme shall be fixed with reference to their date of appointment and their interpolation with the direct recruits/promotees shall be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits/promotees.
- 14) Date of joining by a person appointed under this scheme shall be treated as the date of his/her regular appointment.
- 15) All Departments shall amend their respective Service Rules/Recruitment Rules to make a provision for compassionate appointment.
- 16) This scheme shall be operative from 1st April 2001.
- 17) Any dispute arising out of the provisions of this scheme or any clarification shall be referred to the Department of Personnel & Administrative Reforms for decision of the Government.

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

(5.19)

Government Nagaland
Department of Higher & Technical Education

NO. EDS(C) 4/91(PT-I)

Dated Kohima, the 2nd August'2002.

Sub:- Release of University Grants Commission pay scale to Kohima Arts College and Private Colleges in Nagaland.

The Government of India, Ministry of Human Resource Development, Department of Education in their letter No.F.1-22/97-U.I dated 27/7/98 read with their subsequent letters of even number dated 22/9/98 and 6/11/98 requested the State Govt. to consider interalia, the question of implementing in the University and Colleges in the State, with such modifications if any, as may be considered necessary to suit the local conditions.

1. In the connection the question of issuing UGC Revised scale of pay to Lecturers of College have been under consideration of the Government and have now been decided that, henceforth the State Government should not assume the responsibilities for deciding the pay scales of Private Colleges/Schools nor to pay salaries for the Teachers for Lecturers/Teachers.

Sd/- SENTIYANGER IMCHEN
Secretary to the Govt. of Nagaland

(5.20)

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

No. AR-12/1/89

Dated Kohima, the 15th May, 2004.

Sub-: Restriction of Foreign Travel on Government Expenses:

It has been observed that despite restrictions many officers are traveling abroad on Government expenses. It has been noted that the proposals for foreign visits by officers have of the late been on increase and often such visits are undertaken without prior approval of the Government.

2. The following guidelines are being issued to be strictly followed while undertaking foreign travel.

GOVERNMENT OFFICIALS ON TOUR

1. Proposal for foreign tours must require the approval of the Chief Minister. The exact date of departure from India and return from abroad should be indicated clearly in the note to be put up to the Chief Minister.
2. Visits abroad on invitation from private source/ non-governmental organizations should not be encouraged. Officers should not visit abroad for gathering of general information or knowledge purpose study tours.
3. No official should be allowed to undertake foreign tour except for performance of specific duties which cannot be accomplished otherwise. Even when tours are found to be unavoidable, the period of tours should be for minimum period.
4. No Officer should be allowed to over stay take up any other assignment in addition to whatever he has been allowed to do so.

PRIVATE VISTS

- 1 A Government servant is required to take permission before going abroad. A request must be submitted through proper channel to the P & AR Department well in advance especially indicating the source of financing the travel and other expenses during the visit.

ACCEPTANCE OF FOREIGN HOSPITALITY:

1. No Government functionary shall accept free passage or hospitality from foreign Government/ Organisations for visits abroad except under the circumstances mentioned in the succeeding paras:
 - (i) Officers should not accept invitations from foreign agencies particularly private commercial organizations, private bodies or trusts etc. Such an invitation should be accepted only from the duly constituted Screening Committee or the approval of the Chief Minister has been obtained.
 - (ii) Where an invitation has been received without specifying a particular name or designation and the choice of nominating someone is left to the Government, there

should be no objection to accept to and fro international fare and hospitality offered by the foreign Government provided the concerned departments are satisfied that the participation of the officer concerned is essential and beneficial to the State.

- (iii) Similarly, there should be no objection in accepting international fare and hospitality from an International Bodies, of which India is a member.
- (iv) In cases where foreign hospitality is proposed to be accepted, clearance of the Ministry of Home Affairs under the Foreign Contributions Regulation Act (FCRA) will be necessary. FCRA clearance shall not, however, be required when the Government delegates receives invitations in their capacity as Chairman, members of the Committee in International Bodies or are delegates, advisers/ consultants to the International Bodies of which India is member.

Sd/- V.N. GAUR

Principal Secretary to the Govt. of Nagaland.

(5.21)

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

NO.AR-3/Gen-67/2001 (Pt)

Dated, Kohima, the 22nd Sept'2004.

OFFICE MEMORANDUM

Sub: Policy and Scheme for Regularisation of service of Work-Charged Employees.

There are large numbers of work charged employees in various Departments. Many of these employees have been serving continuously for many years. They have been representing to the Government for regularization of their service. Some Departments have been regularizing the service of work charged employees from time to time against available vacancies. However, no transparent and rational policy and criteria is discernible in the process of regularization of service of work charged employees. Therefore, in order to examine the issue of regularization of work charged employees in various Departments, the State Government set up a Committee under the Chairmanship of Shri Lalthara IAS, Additional Chief Secretary (Geology & Mining).

On the basis of the recommendations of the Committee for regularisation of Work-Charged employees in the State, the Government hereby adopts the following policy and scheme for regularisation of the service of work charge employees serving under various Departments of the State Government.

- (i) Each Department having Work-Charged employees should maintain a list of work-charged employees in various categories in order of their length of service.

- (ii) Regularisation of work-charged employees will be done against available regular vacancies.
- (iii) 50% of all regular vacancies of similar nature arising in a year will be reserved for regularisation of Work-Charged employees, and the remaining 50% will be filled up as per normal rules of recruitment.
- (iv) Work charged employees will have the right to be considered first for regularization against 50% of all future vacancies of similar nature in the Department for which they possess the requisite qualification. Such regularization will be considered on the basis of seniority-cum-merit. This means that the senior most work charged employee in the relevant category will be regularized subject to his/her fitness for the vacant post.
- (v) In case no work charged employee is found suitable for regularization in terms of the above clause(iv) the Department will obtain clearance of P&AR Department before making any fresh appointment against the quota reserved for work-charged employees explaining the circumstances for not being able to fill up the vacancy through regularization of work charged employee.
- (vi) No age bar would apply in cases for regularization if the Work-Charged employee is below the superannuation age.
- (vii) Regularized Work- Charged employees will be entitled to count in full their continuous work charged service towards pension benefits.
- (viii) Those Departments which have not approached the Nagaland work Charged and causal Employees Commission should do so immediately to get the optimum strength of Work-Charged employees fixed for their Departments. They should take all possible measures including pursuing VRS option vigorously to bring down the strength of Work-Charged employees to the level recommended by the Commission.
- (ix) Adequate provision for payment of work charged employees should be made in the budget and regular monthly payment of work charged wages ensured.
- (x) All new Work- Charged appointments should be banned. Any person accepting Work-Charged service in the Government would be doing so at his/her own risk. Any new work charged appointment should be treated as illegal and strict action taken against the appointing authority. In case of any unforeseen situation requiring new work charged appointments, specific approval of the Cabinet must be taken.

Sd/- LALTHARA

Addl. Chief Secretary to the Government of Nagaland.

(5.22)

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

No. APPT-15/3/67 (Pt)

Dated Kohima, the 24th May/2005.

OFFICE MEMORANDUM

It has come to the notice of the government that despite ban on overstay of government employees beyond the date of superannuation. Many departments are sending proposals to the P&AR department and the Cabinet for regularisation of the period of overstay in government service. It is the duty of the departments concerned to see that the government employees retire on their actual date of superannuation.

Henceforth, no cases of regularisation of overstay period of government servant will be entertained by the P&AR and the Cabinet. The Heads of the Departments/Controlling officer will be held responsible for the lapses in allowing the government servants to hold office after their date of superannuation.

Sd/- P. TALITEMJEN AO
Chief Secretary to the Govt. of Nagaland

(5.23)

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

NO. AR-6/4/78 (Pt)

Dated, Kohima, the 5th Dec/2005.

OFFICE MEMORANDUM

Sub: Procedure for Creation/Upgradation of Posts in the Governor's Secretariat.

It has come to the notice of the Government that uniform procedure is not being followed for creation and upgradation of posts in Governor's Secretariat. Cabinet Memos on the subject have been moved by Home Department and even Governor's Secretariat. To streamline the procedure it is decided that the present practice of consulting the P & AR Department, Finance Department and the Committee on Creation/Upgradation of posts shall be continued and the matter be put up to the Cabinet thereafter. The Cabinet Memorandum for creation/upgradation of posts in the Governor's Secretariat shall be prepared by the Home Department.

Sd/- P. TALITEMJEN AO
Chief Secretary to the Govt. of Nagaland

(5.24)

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

NOTIFICATION

Dated, Kohima, the 16th November/2006.

No. AR-13/5/89 : : In partial modification of this Department Notification of even number dated 11th February, 2002*, the Governor of Nagaland is pleased to extend the upgradation of the existing post of Head Assistant, Class-III, non-gazetted, even to those HAs who have not completed 10 years in the same grade in the scale of pay of Rs 5,000-8,000/- p.m to that of Head Assistant (Senior), Class-II, gazetted in the scale of pay of Rs 6,000-9,750/- p.m.

2. This upgradation will be restricted to only 1 (one) post for each Department at the District level Administrative Head Office against the specific sanctioned post, which is available in the Department and not upgraded to Class-II, gazetted in pursuance of Notification dated 11th February, 2002.

3. This has the approval of the P&AR (O&M Cell) vide UO. No.11 dated 21-10-2005, concurrence of the Finance Department vide RFC/Estt No. 81/5 dated 27/2/2006 and approval of the Cabinet vide OM. No. CAB-2/2003 dated 30/10/2006.

4. The upgradation will effective from 26th October, 2006. The other conditions indicated in the Notification dated 11th February, 2002*, will however continue.

Sd/- C.J. PONRAJ

Principal Secretary to the Govt. of Nagaland

* Refer chapter 5.17

(5.25)

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

OFFICE MEMORANDUM

Dated Kohima, the 16th Sept'2008

No.AR-3/Gen-174/2007: In partial notification of this Department's Notification No.AR-8/20/82 dated 29/11/1982, the Governor of Nagaland is pleased to amend the following with immediate effect:-

1. A new corresponding scale of pay in the Directorates is being introduced in the pay scale of Rs 6,000-9,750/- in the line of new cadre of Asst. Superintendent in the Directorates. **The existing post Sr. Grade Typist shall be re-designated as Special Grade Typist** in the scale pay of Rs 8,000-13,500/- However, those Typist who have been promoted earlier in the scale of Rs 8,000-13,500/- through regular DPC with the representatives of P&AR and from the concerned Administrative Departments shall not be downgraded in the new scale. All Typist shall be promoted through regular DPC with the representatives

of P&AR and from the concerned Administrative Departments in the scale of Rs 6,000-9,750/- from Grade-I and who have completed 5(five) years. The revised grades and the pay scale for the following **Directorate Typist** shall be as under:

- (i) Special Grade : Rs 8,000-13,500/-
- (ii) Senior Grade : Rs 6,000-9,750/-
- (iii) Grade-I : Rs 4,500-7,000/-
- (iv) Grade-II : Rs 3,200-4,900/-
- (v) Grade-III : Rs 3,050-4,590/-

2. The promotions and service conditions of Typist are presently governed by Notification No. AR-8/20/82 dated 29/11/1982 where provisions pertaining to Typists in the Secretariat have been made applicable to the Typist in Directorates and Districts also. All the Typists posts are being proposed to be phased out and converted into LDA-cum-Computer Operator as and when the incumbent vacates the posts Therefore, the present arrangement of promotion as laid down in notification of dated 29/11/1982 shall continue.
3. In view of the difficulties of the Typists in the Districts to come to Kohima to appear speed tests in the NPSC Office, the Departments shall hold speed tests in the respective Districts Hqrs. The Heads of Office in the District shall forward the list of Typist to the Screening Committee who wish to appear for the tests. The Deputy Commissioners shall constitute a District Level Screening Committee to conduct the test. The Screening Committee shall consist of the Deputy Commissioner, one Head of Office in the District and one expert member. The incidental expenditure in organising the Screening test shall be equitably borne by the Departments whose staff appear for the test.
4. The Typist posts are technical and specific skill-based service. For promotion to various grade, the Typists are required to qualify speed tests ranging from 30 to 45 words per minute. However, the speed test requirements is being reduced to 35 words per minute for promotion from grade-III to grade-II and 40 words per minute from grade-II to grade-I with the number of mistake and exceeding 5%.
5. This supersedes this Department's O.M of even number dated 9th Sept, 2008.

Sd/- C. J. PONRAJ.

Principal Secretary to the Govt. of Nagaland.

(5.26)

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

NO. PAR-2/275/08(NSS)

Dated: Kohima, the 6th July, 2009

MEMORANDUM

Sub: - Transfer & Posting of Nagaland Secretariat Service Staff- Regarding.

1. The Personnel & Administrative Reforms Department have effected a major reshuffle of the Nagaland Secretariat Service personnel in the status of Section Officers and below, vide Notification No. PAR – 2/257/08 (NSS) dated 20-5 -2009 and Notification No. PAR-3/6/83 (A & B) dated 30-6-2009.
2. Such exercises are carried out by the Personnel & Administrative Reforms Department only after initiating an extensive and comprehensive assessment. taking into account the requisition for staff placed by various departments, the competence, proficiency and the aptitude to work of the officers/assistants, their tenure of posting in a particular department, etc., so as to facilitate the judicious and rational placement of workforce in every department and more importantly, to introduce and acquaint the staff with the diverse nature of work prevalent in different departments of the Secretariat.
3. The present endeavor was also undertaken with the express objective of withdrawing all Nagaland Secretariat Service staff attached to Ministers. Parliamentary Secretaries and Administrative Heads and to subsequently re-deploy them in under-staffed departments, as it has been decided that, henceforth, only officials in the grade of Lower Division Assistants whose contract-services had been recently regularized by the Home Department, will be detailed to the aforesaid offices..
4. Representations, however, have been received from several quarters for retention of the officers/assistants who have been put under transfer vide the above mentioned Notifications, notwithstanding clear and explicit instructions contained therein to the contrary.
5. It is, therefore, reiterated that no cases for retention of the officers/assistants, who are subject to the notice of transfer issued vide the 2 (two) Notifications, shall be considered under any circumstances.
6. Hence, it is impressed upon all the Hon'ble Ministers, Parliamentary Secretaries and Administrative Heads, whose staff have been affected by the transfer orders endorsed in the said Notifications, to release them immediately as the service of any officer or assistant cannot be deemed to be indispensable to a particular department/office.

Sd/- LALTHARA

Chief Secretary to the Government of Nagaland.

(5.27)

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

No. APPT-15/3/67 (Pt)

Dated Kohima, the 17th August, 2011.

OFFICE MEMORANDUM

Sub:- Retirement of Government servant after date of superannuation and thereof.

Lately, a number of cases have come to the notice of the Government regarding regularization of period of overstay of Government servants in service beyond the date of superannuation. In this regard, the instructions issued in O.M of even number dated 7th April, 1993 are very explicit and it is reiterated that both the departments and individuals are supposed to know the date of the superannuation and instructions issued in this regard by the Government. Lack of knowledge by the officer or the department cannot be considered a valid excuse.

All Heads of the Departments are requested to ensure that officials retire on due date of superannuation. No ex-post facto approval for extension of service will be entertained by the Government. Loss on account of any delay in superannuation on the account will have to be borne by the official concerned.

Sd/- LALTHARA

Chief Secretary to the Govt. of Nagaland.

(5.28)

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

No. AR-3/Gen-58/2001 (Pt)

Dated, Kohima, the 1st November, 2011.

OFFICE MEMORANDUM

Sub: Doing away the requirement of ex-post facto approval of P&AR/Finance and other Department after Cabinet approval.

1. The Rules of Executive Business require mandatory clearances/consultation with P&AR, Finance or Law Departments in matters concerning post creation and upgradation before such proposals are taken up to the cabinet for their approval. Rule 8 of the said Rules also provides that with prior approval of the Chief Minister, the Cabinet may take up urgent and exceptional matters without waiting for completion of the required clearances. However, in all such cases where the cabinet takes any decision without the prior clearances due to urgency of the matter, the process of obtaining clearance from P&AR, Finance or Law Departments as mandated in the Rules of Executive Business need to be completed, on a post-facto basis.

2. In all such cases, when the Cabinet takes any decision without the prior clearances due to urgency, the post facto clearances from P&AR and Finance Department should be taken expeditiously, in order not to delay implementation of the Cabinet decision.

Sd/- LALTHARA

Chief Secretary to the Government of Nagaland.

(5.29)

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

OFFICE MEMORANDUM

No. AR-8/8/78

Dated, Kohima, the 16th January, 2012

Sub:- Compassionate Appointment Scheme for State Government employees who die in harness.

In partial modification of the State Government O.M on compassionate appointment as notified by the State Government dated 13/02/2002*, the Governor of Nagaland is pleased to notify the following guidelines on compassionate appointment as detailed below.

2. Appointment on compassionate grounds shall be given only to a:
 - a) spouse, or
 - b) son, or
 - c) daughter, only
3. Appointment on compassionate grounds shall be made only on a regular basis to direct recruitment posts and only if regular vacancies meant for that purpose are available in that Department where the deceased Government employee was serving. Applicants shall have no claimed to appointment under this scheme in any other Department other than that where the deceased employee was serving. However, for the NCS officers, the appointment may be considered under the establishment of the Commissioner, Nagaland, or the Nagaland Civil Secretariat.
4. Compassionate appointments may be made upto a maximum of 5% of total posts falling under the combined direct recruitment quota of Group-C or D. The appointment against posts for direct recruitment in Group-C should be in the entry grade only. Further appointments against any posts for direct recruitment in Group-C should be only against those posts which are outside the purview of NPSC for recruitment.
4. The posts in Group-C will be taken as one service/category for calculation of 5% of total posts. Likewise the posts in Group-D will also be taken as one service/category for determining the vacancies. The total appointments under the compassionate appointments shall not exceed 5% of the total posts in Group-C and D in the Department, and shall take

into account all such appointments already made. Appointments will not be restricted to a Group-D post provided the applicant is educationally qualified and a vacancy exists in a Group-C post.

5. The inter-se seniority of person appointed under this scheme shall be fixed with reference to their date of appointment and their interpolation with the direct recruits/promotees shall be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits/promotees.
6. The benefit of such appointment shall be available to only one relative. The scheme will be applicable only to dependents of deceased Government servants appointed and serving on regular basis at the time of death and will not be applicable to those who were working on daily wage or casual or ad-hoc or contract or re-employment/extension/consultant basis. A spouse once appointed under this scheme shall be allowed to continue in service even after re-marriage. Appointments made under this scheme shall not be transferable to any other person under any circumstances and any request for the same shall be invariably rejected.
7. Applicants under this scheme should be eligible and qualified for the posts in all respects under the provisions of the relevant Recruitment Rules. No relaxation in eligibility will be made under any circumstances, except to the extent provided under this scheme. Date of joining by a person appointed under this scheme shall be treated as the date of his/her regular appointment. All Departments shall maintain a waiting list in chronological order for appointments under the category. An applicant will be given the waiting list number of receipt of the application, if there are no regular posts available.
8. The upper age limit of applicants under this scheme may be relaxed in exceptional cases up to a maximum of 5 years in addition to existing relaxation, if any. The lower age limit shall, however, in no case be relaxed below 18 years of age.
9. Appointments under this scheme, irrespective of the appointing authority specified under the rules, shall be made only with the approval of the respective Heads of Administrative Departments with the prior clearance of the Department of P& AR.
10. All Departments shall amend their respective Service Rules/Recruitment Rules to make a provision for compassionate appointment. Any dispute arising out of the provisions of this scheme or any clarification shall be referred to the Department of P&AR for decision of the Government.

Sd/- LALTHARA

Chief Secretary to the Government of Nagaland.

** Refer chapter 5.18*

(5.30)

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

No. AR-3/Gen-58/2001 (Pt)

Dated, Kohima, the 3rd March, 2012.

ADDENDUM

Sub: Ex-post facto approval of P&AR/Finance and other departments after Cabinet approval.

In partial modification of this Department's Office Memorandum of even number dated 1st November, 2011* on the subject cited above, the concerned department, which has obtained prior approval of the Cabinet without the formal clearance of the P&AR and Finance Departments for post creation and/or upgradation, should obtain ex-post facto clearance from P&AR and Finance departments within a period of 15(fifteen) days from the date of receipt of Cabinet approval.

Sd/- LALTHARA

Chief Secretary to the Government of Nagaland

* *Refer chapter 5.28*

(5.31)

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

No. AR-5/ASSO/98

Dated, Kohima, the 15th March, 2012

OFFICE MEMORANDUM

Sub:- Ban on extension/re-employment of Government servants.

1. Attention of all concerned is invited to this Department's office Memorandum No. AR-5/ASSO/98(B) dated 26/02/2001* whereby the Government has banned extension of service or re-employment of Government servants who have attained the age of superannuation on completion of 35 years in service or otherwise.

2. It is hereby reiterated that no extension of service or re-employment of retired Government employees as Consultant/Adviser or at any level shall be resorted to by the Departments without prior clearance of P&AR Department, which will be considered only on exceptional and very special grounds.

3. Any deviations from the laid down instructions will be viewed seriously by the Government.

Sd/- LALTHARA

Chief Secretary to the Govt. of Nagaland

* *Refer chapter 5.14*

(5.32)

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

OFFICE MEMORANDUM

No. APPT-15/3/67 (Pt)

Dated Kohima, the 3rd June, 2013.

Sub: Overstay in service of Government employees-Matter thereof.

1. It is observed that Government servants have a tendency to approach the court of law whenever conflicts arises with regard to the interpretation of the date of retirement from service, be it from the perspective of the date of birth or the length of 35 (thirty five) years of service in terms of the Nagaland Retirement from Public Employment (Second Amendment) Act, 2009.

2. The State Government, while recognizing the right of a Government servant in seeking legal intervention in such instances, is constrained to note that the employee concerned invariably obtain an interim stay-order from the court and continue to remain in office pending disposal of the dispute by the court which, more often than not, results in over-stay in service. Besides, the uncertainty over the superannuation of Heads of Department and very senior officers of the departments leads towards slowing down of the departmental work including postponement of decisions relating to key policies and programmes and downward trend in the morale and discipline of the Department.

3. In view of these, it is now decided that in cases where the court has dismissed the petition of the Government servant, the issue of *regularization of the over-stay period in service* shall be strictly administered by the relevant memorandums and office memorandums promulgated by the State Government.

4. Further, a Government servant continuing in service beyond the date of retirement notified by the Government, subsequent to an interim stay-order obtained from a court of law, shall be deemed to have proceeded on leave effective from the date of retirement so maintained by the Government till the duration of the case, and such a leave shall be debited from the leave at the credit of the Government servant irrespective of the final decision of the court of law. In such cases, the Administrative Departments will move for posting suitable officers in the line of promotion to man the key positions so that the day – to – day working of the departments does not suffer.

Sd/-ALEMTEMSHI JAMIR
Chief Secretary to the Govt. of Nagaland

(5.33)

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

No. AR-12/1/89

Dated Kohima, the 3rd July, 2013.

OFFICE MEMORANDUM

Sub: Restriction of Foreign Travel on Government Expenses.

Despite clear instructions on foreign travels on government expenses by government employees, it has come to the notice of the Government that, many officials are not adhering to the guidelines. Further, in view of the acute resource position of the State and consequent austerity measures adopted by the State, it has been decided that such foreign travels stand curtailed except in the following cases:

1. Training courses deemed essential by the department for the concerned officials/officers.
2. Conferences that are vital for formulating policies of the Department/State.
3. To promote for investment/development and other foreign assistance through such trips.
4. On invitation by the host country and all expenses borne by such hosts.
5. All Departments whose cases are covered under the above cases shall prepare a self contained note stating clearly the purpose of visit, the date of departure and arrival, sponsoring agency of the foreign country, duration, size of delegation, anticipated expenditure, availability of budgetary provisions and the time frame for initiating follow up action arising out of the tour and submit it to Administrative Department for due scrutiny by P&AR Department and Chief Secretary. After getting approval from the Chief Minister, the tours may be undertaken. On arrival from the tours, a feedback report shall be submitted to the Chief Secretary.

Sd/- C.J. PONRAJ

Additional Chief Secretary to the Govt. of Nagaland

(5.34)

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

No. AR-3/GEN-277/2014

Dated, Kohima, the 16th September, 2014

OFFICE MEMORANDUM

Sub:- Self Certification of documents like marksheet, birth certificate etc by the applicants.

The Second Administrative Reforms Commission of the Government of India recommended adoption of self-certification provision for simplifying procedures for production of documents like birth certificates, marksheets etc. In pursuance of this recommendation, the Government of India has adopted the system of self-certification of documents like marksheet, birth certificate etc by the applicants instead of asking for an attested copy of the documents by a Gazetted Officer or filing of affidavits. Under the self attestation method, the original documents are required to be produced at the final stage.

2. Therefore, considering the citizen friendly method of self certification, it has been decided by the Government of Nagaland that all the Departments, Educational Institutions should accept self certification of only the Marksheets, Birth Certificates, Scheduled Tribe/Scheduled Caste Certificates, Indigenous Inhabitant Certificates which do not require any affidavit or certification by the notary public/magistrates shall be permitted. Further, the minors under the law shall not be allowed to certify. The respective parents/legal guardians may certify.

3. All self certifications will accompany with the self declaration and the penalty for false statements/certificates which is enclosed.

4. The concerned Department/Head of Office/Head of Department/Head of Institute shall however be vested with the responsibility of ascertaining the genuineness of the certificates.

Sd/- BANUO Z. JAMIR

Chief Secretary to the Government of Nagaland.

(5.35)

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

No. AR-3/GEN-201/2009

Dated, Kohima, the 17th March, 2015

OFFICE MEMORANDUM

Sub: Scheme for regularization and absorption of Work-Charged and Casual Employees and Revision of Pay/Wages.

On due consideration of the Report of Work-Charged and Casual Employees Commission and in compliance with the judgment and order of Hon'ble High Court, the Governor of Nagaland is pleased to introduce the following schemes for regularization and absorption of Work-Charged and Casual employees and revision of their pay and wages subject to conditions indicated here under:

1. Regularisation in service:

- (i) All existing work-charged and casual employees of various Departments who are enjoying scale pay and who have completed 30 (thirty) years or more continuous service as on 01.01.2015 will be regularized by conversion of their posts into regular ones personal to them and subject to fulfillment of conditions as indicated below:
 - (a) The incumbent concerned and his/her service rendered as work-charged/casual employee have been duly verified and found genuine by the District Level Verification Committee constituted by the Government.
 - (b) Availability of service records including appointment order, date of initial appointment, proof of length of service/age etc.
 - (c) Their suitability for continuation in service to be recommended by the Heads of Department concerned.
 - (d) The post occupied by them on regularization shall automatically stand abolished as and when they vacate the post on retirement, resignation, death etc. The strength of the work-charged and casual employees under various Departments shall stand reduced by equal number concurrently with the regularization of such employees. No fresh appointment shall be made against these posts.
 - (e) On regularization in service, the pay of the incumbent shall be fixed at the minimum of the corresponding Pay Band and Grade Pay as admissible under Rule 10 of Nagaland Services ROP Rules, 2010.
 - (f) The past service rendered as work-charged/casual employee shall be counted towards length of service for the purpose of Nagaland Retirement from Public Employment Act, 2009 and as qualifying service for the purpose of pension.
 - (g) This scheme shall, however, not be applicable to the part time Casual employees, Village Guards, Home Guards, ICDS workers, other CSS paid employees whose services are guided by specific terms and conditions laid down by the Government and some other

categories of contingency employee like personal peons, part time sweepers/chowkidars/seasonal workers etc.

- (h) The period of service rendered as work-charged/casual employees shall not be counted for the purpose of MACP.
- (ii) In respect of those work-charged and casual employees in scale pay and who have completed or will complete 30(thirty) years of continuous service after 01.01.2015, their cases for regularization will be taken up subsequently in two batches as on 1st July and 1st January every year. The procedures and terms and conditions will be the same as laid down in this O.M.
- (iii) The existing scheme for regularization of work-charged employees against normal vacancy is being modified and the quota for work-charged employees stands enhanced from 50% to 67% for the next 5(five) years effective from 01.01.2015. This existing scheme will also be applicable for the casual employees appointed on full time basis.

2. **Revision of Pay/Wages of Work-charged employees.**

- (i) The pay scale of all work-charged employees who are presently drawing scale pay as per ROP, 1993 and who shall continue as work-charged employees shall be revised as under with effect from 01.01.2015, subject to conditions indicated below:

(a) There shall be two different Pay Bands and eight different Grades of Pay against the existing pay scales as indicated in the Table below:

Sl. No	Existing Scale (ROP-93)	Recommended Pay Band and Grade Pay	
		Pay Band	Grade Pay
1	Rs 800-1475	PB-I 3000-15200	1300
2	Rs 850-1630	PB-I 3000-15200	1400
3	Rs 900-1760	PB-II 3500-20000	1700
4	Rs 1000-1880	PB-II 3500-20000	1900
5	Rs 1150-2120	PB-II 3500-20000	2000
6	Rs 1250-2280	PB-II 3500-20000	2200
7	Rs 1300-2570	PB-II 3500-20000	2300
8	Rs 1450-2840	PB-II 3500-20000	2500

- (b) **Formula for fixation of pay:** The existing basic pay in the pre-revised pay scale as on 01.01.2015 shall be multiplied by 3.2 to arrive at the basic pay in the Pay Band indicated above. The amount arrived at shall be rounded to next multiple of Rs 10/-. To the figure as worked out, the amount of Grade Pay corresponding to the pay scale in the pre-revised scale as prescribed in the table above shall be added. This will be the revised pay of the incumbent concerned.
- (c) Besides the revised pay worked out in (b) above, House Rent Allowance @ 10% of the revised basic pay in the Pay Band (without Grade Pay) shall be admissible to those who are not provided with government accommodation, subject to admissibility under normal rules.

- (d) Medical Allowance shall be admissible at a flat rate of Rs 300/- P.M.
- (e) No other allowances like DA/ADA etc shall be admissible.
- (f) **Annual increments**: Annual increments shall be admissible @ 3% on the revised pay in the Pay Band including Grade Pay on the 1st of January each year provided the incumbent concerned have been in the revised pay for a period of at least 6(six) months as on 1st of January.
- (g) MACP scheme shall not be applicable to the work-charged and casual employees.

- (ii) **Revision of Rates of Wages of Fixed Paid Work-Charged and Casual/Contingency Employees**: The rates of wages of fixed paid work-charged and casual/contingency employees are revised as under with effect from 01.01.2015:

Sl. No	Category	Existing Rates (Rs per month)	Revised Rates (Rs per month)
1	Skilled Grade-I	4000/-	4350/-
2	Skilled Grade-II	3600/-	4050/-
3	Unskilled	3000/-	3450/-

The above rates shall be applicable to those fixed paid work-charged and casual/contingency employees who are appointed on full time basis.

- (iii) The revision of pay scale/wages indicated above shall be admissible only to those work-charged/casual/contingency employees who are verified and found to be genuine by the District Level Verification Committee.
 - (iv) This revision of wages shall also not be applicable to the Village Guards, Home Guards, ICDS workers, other CSS paid employees whose services are guided by specific terms and conditions laid down by the Government.
3. **Conditions for implementation of the Scheme of Regularisation and Revision of Pay:**
- (i) Each Department shall prepare detailed list of all such work-charged and casual employees enjoying scale pay who have completed 30(thirty) years or more service as on 01.01.2015 and whose cases are proposed for regularization indicating name, designation, date of birth, date of entry into service, date of retirement, pay scale and existing total emoluments, pay scale admissible on regularization, total emoluments after regularization and additional financial implication.
 - (ii) The list shall be certified by the District Level Verification Committee to the effect that the incumbents included in the list are verified and found genuine.
 - (iii) Formal proposal for conversion of posts into regular ones to accommodate the employees proposed for regularization shall be submitted by the concerned Department first to P&AR and then to Finance for clearance and concurrence. After obtaining P&AR and Finance clearance the Departments concerned shall take up the proposal with the Cabinet for approval. Only after obtaining Cabinet approval necessary notifications for regularization in service shall be issued.

- (iv) Before releasing the revised pay scales for the regularized employees, the pay fixation statement shall have to be checked by the Accounts Officer of the concerned Department.
- (v) The pay fixation statement and arrear salary statement in respect of all the scale paid work-charged employees whose pay has been revised under this scheme shall be pre-audited by the Accounts Officer of the concerned Department. In cases where there is no Accounts Officer, the Directorate of Treasuries & Accounts shall carry out the pre-audit. No bills in this regard shall be entertained in the Treasury unless the same is pre-audited as indicated above.
4. With the implementation of this scheme there shall be a complete ban on appointment of work- charged/casual employees under the State Government.
5. This issue with the concurrence of the Finance Department vide RFC No 26/31 dated 17/03/2015 and approval of the Cabinet conveyed vide letter No. CAB-2/2013 dated 02/03/2015.

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

(5.36)

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

NOTIFICATION

Dated, Kohima, the 1st April, 2015.

No. AR-13/5/89 : : In continuation of this Department's Notification of even number dated 11th February, 2002 and 16th November, 2006, it is hereby clarified that the posts of Head Assistant, Class-III wherever there are sanctioned posts in the Districts, the concerned Department should first promote the UDAs (District) to that of Head Assistant, Class-III, non-gazetted and not directly to that of Head Assistant (Sr), Class-II, gazetted. Thereafter, after serving atleast 1(one) year as Head Assistant, Class-III, they will be eligible to be upgraded and promoted as Head Assistant (Sr), provided there are sanctioned posts in the Districts.

2. It is further clarified that the promotions of incumbents holding the post of Head Assistant, Class-III to that of Head Assistant, Class-II shall be personal to the incumbents, and these posts will automatically be reverted back to their original grade of Head Assistant, Class-III as and when the incumbent vacates the post.

3. As per usual practice in the case of upgradation of Head Assistants, the concerned Departments may not refer to the P&AR Department cases for upgradation of the post of Head Assistant, Class-III to that of Head Assistant, Class-II, and the Administrative Departments shall be competent to authorize the upgradation.

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

(5.37)
Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)

OFFICE MEMORANDUM

No. AR-8/8/78

Dated, Kohima, the 17th September, 2015

Sub:- Revised Compassionate Appointment Scheme for State Government employees who die in harness.

In supersession of this Department's Office Memorandum of even number dated 16/01/2012*, the Governor of Nagaland is pleased to revise the existing scheme for appointment, on compassionate ground, of family member of the State Government employees who die in harness as per guidelines enumerated below.

2. Appointment on compassionate grounds shall be given only to one of the following members of deceased employee's family:
 - (a) spouse, or
 - (b) son, or
 - (c) daughter, only.
3. Appointment on compassionate grounds shall be made only on a regular basis to direct recruitment posts and only if regular vacancies meant for that purpose are available in that Department where the deceased Government employee was serving. Applicants shall have no claim to appointment under this scheme in any other Department other than the Department where the deceased employee was serving. However, for the NCS officers, the appointment may be considered under the establishment of the Commissioner, Nagaland, or the Nagaland Civil Secretariat.
4. Compassionate appointments may be made to the posts falling under the combined direct recruitment quota of Group C or D. The ceiling for compassionate appointments of 5% of the direct recruitment vacancies in Group C and Group D posts has been done away with provided such appointments do not exceed 50% of the vacancies during a year. The appointment against posts for direct recruitment in Group C should be in the entry grade only. Further, appointment against any post for direct recruitment in Group C should be limited to those posts which are outside the purview of NPSC for recruitment.
5. The inter-se seniority of person appointed under this scheme shall be fixed with reference to their date of appointment and their interpolation with the direct recruits/promotees shall be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits/promotees.
6. The scheme will be available to family of the deceased employee provided no surviving member of the family holds any regular post in the State Government. The benefit of such appointment shall be available to only one family member. The scheme will be applicable only to dependents of deceased Government servants appointed and serving on regular basis at the time of death and will not be applicable to those who were working on daily wage or casual or

ad-hoc or contract or re-employment/extension/consultant basis. A spouse once appointed under this scheme shall be allowed to continue in service even after re-marriage. Appointments made under this scheme shall not be transferable to any other person in any circumstance and any request for the same shall be invariably rejected.

7. Applicants under this scheme should be eligible and qualified for the posts in all respects under the provisions of the relevant Recruitment Rules. No relaxation in eligibility will be made in any circumstance, except to the extent provided under this scheme. Date of joining by a person appointed under this scheme shall be treated as the date of his/her regular appointment. All Departments shall maintain a waiting list in chronological order for compassionate appointments. An applicant will be given the waiting list number on receipt of the application, if there are no regular posts available.

8. The upper age limit of applicants under this scheme may be relaxed in exceptional cases up to a maximum of 5 years in addition to existing relaxation, if any. The lower age limit shall, however, in no case be relaxed below 18 years of age.

9. Appointments under this scheme, irrespective of the appointing authority specified under the rules, shall be made only with the approval of the respective Heads of Administrative Departments with the prior clearance of the Department of Personnel & Administrative Reforms. The Departments should send proposal for appointment on compassionate ground as per the format enclosed.

10. All Departments shall amend their respective Service Rules/Recruitment Rules to make a provision for compassionate appointment. Any dispute arising out of the provisions of this scheme or any clarification shall be referred to the Department of P&AR for decision of the Government.

**refer (5.29)*

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

FORMAT

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

Ref: OM No. AR-8/8/78 Dated 17/09/2015

Proposal for Compassionate Appointment		
1	Name of the Department	
2	Name of the Head of the Department	
3	Name of the Deceased Employee	
4	Name of the proposed employee	
5	The relationship to the deceased (Husband/Wife/Son/Daughter)	
6	Age and Date of birth with the documentary proof.	
7	Educational qualifications.	
8	Proposed level / grade of post at the entry level (Please specify)	
9	Qualification required	
10	Whether qualification requirement are met	
11	Total sanctioned posts in both Group C & D.	
12	Total number of vacancies arising during the current year	
13	Number of compassionate appointment made in the Department	
14	Details of waiting list	
15	Views / Comments of Heads of Office/Head of Department - Whether the requirements of above O.M met	
16	Views of Administrative Head	
17	Views of P&AR Department given on the matter in the past, if any.	

**Counter Signature of
Administrative Head**

**Signature of the
Head of the Department**

(5.38)
Government of Nagaland
Department of Personnel & Administrative Reforms
(Administrative Reforms Branch)

No. AR-12/1/89

Dated Kohima, the 13th October, 2015

OFFICE MEMORANDUM

Sub: Restriction of Foreign Travel on Government Expense

The existing instructions on foreign travel on government expense have been reviewed by the Government and it has been decided to revoke the instructions issued by this Department vide Office Memorandum of even number dated 03.07.2013* on the subject.

Foreign travel on government expense, however, shall continue to be regulated by Office Memorandum of even number dated 15.05.2004 of this Department as well as instructions issued by Finance Department on the matter from time to time.

**Refer Chapter 5.33*

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

(5.39)
Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)

No. AR-3/Gen-58/2001 (Pt)

Dated, Kohima, the 16th November, 2015.

OFFICE MEMORANDUM

Sub:- Revocation of instructions requiring post facto approval of P&AR and Finance Departments after the matter is decided by the Cabinet.

1. The Government vide Office Memorandum of even number dated 1st November, 2011 decided that the creation and upgradation of posts should be done without prior clearance of Finance and P&AR Department, and in such cases ex-post facto approval of P&AR/Finance Department/Post Creation/Upgradation Committee shall not be required. Further, the Government vide Office Memorandum of even number dated 3rd March, 2012 clarified that the concerned Department's which has obtained prior approval of the Cabinet without the formal clearance of the P&AR and Finance Departments for post creation or upgradation, should obtain ex-post facto clearance from P&AR and Finance Departments within a period of 15(fifteen) days from the date of receipt of Cabinet approval.

2. The Rules of Executive Business, 1980 provide for consultation with Departments concerned. As per Rule 24(2) “A case in which under these Rules consultation with any other Department is required shall not be submitted to the Minister unless that Department has been consulted”. As per Rule 26 “When the subject of a case concerns more than one Department, no order shall be issued nor shall the case be laid before the Cabinet until it has been considered by all the Departments concerned unless the case is one of extreme urgency”. As per Rule 10(1) “No Department shall, without previous consultation with the Finance Department, authorise any orders (other than orders pursuant to any general delegation made by the Finance Department) which either immediately or by their repercussion, will affect the Finances of the State”. Further Rule 8 provides that no case in regard to which “the Finance Department is required to be consulted under Rule 10, shall save in exceptional circumstances under the directions of the Chief Minister, be discussed by the Cabinet unless the Finance Minister has had opportunity for its consideration”. Thus the Rules of Executive Business envisage consultation with all Departments concerned before any decision is taken. Further, the Rules of Executive Business do not envisage post facto clearance by Department(s) once decision is taken by the Cabinet. Once a decision is taken by a higher authority, an impartial examination of the same issue cannot be expected of a lower authority.
3. In view of the above clarification, the instructions contained in the aforesaid Office Memorandum dated 1st November, 2011 and 3rd March, 2012* are hereby revoked with immediate effect.

***Refer Chapter 5.28**

Sd/- PANKAJ KUMAR

Chief Secretary to the Government of Nagaland

(5.40)

Government of Nagaland

Personnel and Administrative Reforms Department

(Administrative Reforms Branch)

No. AR-3/GEN-315/2015

Dated, Kohima, the 20th February, 2016

OFFICE MEMORANDUM

Sub:- Scheme for the Work-Charged and Casual Employees-Follow up action thereof.

The State Government has notified the scheme for regularization and absorption of the Work-charged and Casual Employees and Revision of Pay/Wages vide Office Memorandum No. AR-3/GEN-201/2009 dated 17th March, 2015*. As per para 2(i) of the scheme, all those work-charged employees who are presently drawing scale pay as per ROP, 1993 and who shall continue as work-charged employees shall be revised with effect from 01.01.2015, Further, as per para 2(ii), the wages of the fixed paid casual employees shall also be revised as per the rates fixed by the State Government. Those Departments which have not revised the pay and wages of the work-charged and casual employees are requested to revise, subject to verification of the employees and found genuine by the District Level Verification Committee.

Secondly, the Departments which have not verified the work-charged and casual employees are requested to submit the list of their employees to the respective Deputy Commissioners for verification and admissible of revision of their wages/pay. Those Departments which have submitted the list of the employees to the P&AR Department without verification are returned herewith for verification by the District Level Verification Committee and submission through the Work-charged and Casual Employees Commission.

**Refer Chapter 5.35*

Sd/- TEMJEN TOY
Principal Secretary to the Govt. of Nagaland