**Annexure-II**

**Government of Nagaland**

**Personnel and Administrative Reforms Department**

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| **Proposal for Upgradation of Posts** | | |
| 1 | Name of the Department |  |
| 2 | Name & Designation of the Head of the Department |  |
| 3 | Name of the post for the proposed upgradation with scale of pay |  |
| 4 | Existing number of posts in the same grade |  |
| 5 | Reasons for Upgradation   1. Workload 2. Expansion of the Department 3. New Programmes 4. Upgradation of Office 5. Organisational 6. Any other reason |  |
| 6 | Hierarchy   1. Immediate feeder post in the line of promotion 2. Immediate promotion post in the hierarchy |  |
| 7 | Additional information   1. Details of posts abolished in the last five years under various categories like a deemed abolition or any other reasons such as periodic reviews,winding up etc. 2. Possibilities of re-deployment/outsourcing/hiring out of services. 3. Matching savings |  |
| 8 | Financial Implication for the upgradation of the post including salary , allowance,supporting staff,vehicle,office expenses etc |  |
| 9 | Whether under Plan/Non-Plan |  |
| 10 | Completed year in the present Grade |  |
| 11 | Existing manpower under his control along with the nature of works. |  |

**Counter Signature of Signature of the**

**Administrative Head Head of the Department**

**Annexure-III**

**Government of Nagaland**

**Personnel and Administrative Reforms Department**

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| **Proposal for Creation of Posts** | | |
| 1 | Name of the Department |  |
| 2 | Name & Designation of the Head of the Department |  |
| 3 | Name of the Post to be created and the number of post with scale of pay |  |
| 4 | Existing number of posts in the same grade |  |
| 5 | Reasons for creation   1. Workload 2. Expansion of the Department 3. New Programmes 4. Creation of Office 5. Organisational 6. Any other reason |  |
| 6 | Hierarchy   1. Immediate feeder post in the line of promotion 2. Immediate promotion post in the hierarchy 3. Map out career progression for created posts. |  |
| 7 | Additional information   1. Details of posts abolished in the last five years under various categories like a deemed abolition or any other reasons such as periodic reviews,winding up etc. 2. Possibilities of re-deployment/outsourcing/hiring out of services. 3. Matching savings |  |
| 8 | Financial Implication for the creation of the post including salary , allowance,supporting staff,vehicle,office expenses etc |  |
| 9 | Whether under Plan/Non-Plan |  |
| 10 | If Plan, whether CSS, State Plan, Central Sector, Any Other |  |
| 11 | Number of year Plan fund available before conversion into Non-Plan |  |
| 12 | Availabilty of fund Plan / Non-Plan for salary and other expenses |  |

**Counter Signature of Signature of the**

**Administrative Head Head of the Department**

**Annexure-I**

**Government of Nagaland**

**Personnel and Administrative Reforms Department**

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**Checklist/Template to be submitted for MRC memorandum with Annexures-II & III**

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| **1** | **Brief write-up of the activities of the Department, including the-**   1. Nature of Work in the Directorate and the District offices |
| **2** | **Details of Employees.**   1. Total number of sanctioned strength, category-wise with pay levels/pay-scales; 2. Actual number of employees in position; 3. Details of existing vacancies along with dates of their occurrence, category-wise 4. Summary-sheet of total employees, inclusive of appointees on contract, adhoc, fixed-pay. work-charged, casual, contingency, temporary, etc., category-wise 5. Projection of Department’s functions and activities for the next 05 10 and 15 years; 6. Details of deployment of employees in various establishments within the Department in the Directorate and District offices. |
| **3** | **Justifications for each category of post**   1. Functional Justifications; 2. Scientific/Technical or Administrative nature of each post; 3. Duties and responsibilities attached against the post; 4. Clarifications as to how the functions of the post were managed in the absence of its creation/ upgradation |
| **4** | **Mode of recruitment**   1. Essential and minimum qualifications for appointment against the post; 2. Details of the recruitment-rules relevant to the post; 3. Mode of appointment to the post; |
| **5** | **Redundant posts:**   1. Details of the posts which are considered to be redundant, along with pay-levels 2. Details of employees in position, with date of retirement from service |

**Counter Signature of Signature of the**

**Administrative Head Head of the Department**