**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 Upgradation1. Workload
2. Expansion of the Department
3. New Programmes
4. Upgradation of Office
5. Organisational
6. Any other reason
 |  |
| 6 | Hierarchy1. 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 creation1. Workload
2. Expansion of the Department
3. New Programmes
4. Creation of Office
5. Organisational
6. Any other reason
 |  |
| 6 | Hierarchy1. 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
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**Counter Signature of Signature of the**

**Administrative Head Head of the Department**