

**GOVERNMENT OF NAGALAND  
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT  
(ADMINISTRATIVE REFORMS BRANCH)**

NO.AR-15/1/85 (Pt)

Dated:Kohima, the 25<sup>th</sup> Feb, 2021

**OFFICE MEMORANDUM**

**Subject: REDESIGNATION AND INDICATIVE LIST OF DUTIES OF MULTI-TASKING STAFF (MTS)**

With the objective of streamlining the Group-D employees in the State and to acquire multi-skilling where the officials can easily switch from one task to another whose duties are similar in nature, the Governor of Nagaland is pleased to re-designate the erstwhile Group-D posts of Peon, Chowkidar, Mali and Sweeper to that of Multi-Tasking Staff (MTS).

The duties would broadly include:-

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/ Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/ Unit.
- f) Assisting in routine office work like diary, despatch etc., including on computer
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc
- m) Upkeep of parks, lawns, potted plants etc.
- n) Any other work assigned by the superior authority.

**NOTE:** The above list of duties is only illustrative and not exhaustive. Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.

2) This instruction is issued with the direction of the Cabinet vide O.M. No.CAB-2/2013(Pt) dated 7<sup>th</sup> November, 2020.

**Sd/- J ALAM, IAS**

Chief Secretary to the Government of Nagaland

NO.AR-15/1/85 (Pt)

Dated:Kohima, the 25<sup>th</sup> Feb, 2020

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The P.S. to Deputy Chief Minister, Nagaland, Kohima.
4. The P.S. to the Speaker/Deputy Speaker/Leader of Opposition, Nagaland Legislative Assembly, Kohima.
5. The P.S. to all Ministers/Advisors, Nagaland, Kohima.
6. The P.P.S to the Chief Secretary, Nagaland, Kohima.

7. The Additional Chief Secretary & Finance Commissioner, Nagaland, Kohima for information and necessary action.
8. The Home Commissioner, Nagaland, Kohima for information and necessary action
9. The Additional Chief Secretaries/Principal Secretaries/ Commissioner & Secretaries/ Secretaries/Additional Secretaries, Nagaland, Kohima.
10. The Advocate General, Nagaland, Kohima Bench, Guwahati High Court, Assam.
11. The Director General of Police, Nagaland, Kohima.
12. The Principal Accountant General, Nagaland.
13. The Commissioner & Secretary, Nagaland Legislative Assembly, Nagaland, Kohima.
14. The Secretary, NPSC/Nagaland Lokayukta/NIC Nagaland, Kohima.
15. All Heads of Department, Nagaland.
16. All Nagaland Houses.
17. All Deputy Commissioners/Additional Deputy Commissioners, Nagaland.
18. The Director, IT&C with a request to upload in P&AR Department's website.
19. The Publisher, Nagaland Gazette for publication in the official gazette.
20. Office Copy.



**(LIVITOLI SUKHALU)**

Under Secretary to the Government of Nagaland