

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

NO. AR-5/ASSO/98 (Vol-I)

Dated, Kohima, the 7<sup>th</sup> June, 2021.

**OFFICE MEMORANDUM**

**Sub: - Conversion of the post of Typists and Re-designation of Group-D posts:**

In reference to this Department's Notification No.AR-8/19/84 dated 1<sup>st</sup> July, 2009 and Office Memorandum No.AR-15/1/85(Pt) dated 25<sup>th</sup> Feb, 2021, It is reiterated that the post of Typist shall be automatically converted into LDA-cum-Computer Assistant on as and when the vacancy arises and the Typist post vacancy cannot be continued/maintained.

2. Likewise, the departments are also directed to re-designate all the Group-D posts into Multi-Tasking Staff (MTS).

This is issued for compliance of all the Departments concerned.

**Sd/- R. RAMAKRISHNAN, IAS**  
Principal Secretary to the Government of Nagaland.  
Dated, Kohima, the 7<sup>th</sup> June, 2021.

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Copy to: -

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The PPS to the Chief Secretary, Nagaland, Kohima.
3. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/ Secretaries, Nagaland, Kohima.
4. The Commissioner & Secretary, IT Department, Nagaland, Kohima for uploading in the State portal.
5. The Secretary, Nagaland Legislative Assembly/Nagaland Lokayukta/NIC/NPSC Kohima.
6. All Heads of Department, Nagaland.
7. All Nagaland Houses.
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*Handwritten signature: Vechovo Tetseo*  
**(VECHOVO TETSEO)**  
Senior Research Officer  
P&AR Department (AR Branch)