

**GOVERNMENT OF NAGALAND
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT
(PERSONAL INFORMATION MANAGEMENT SYSTEM CELL)**

NO.PAR/PIMS-GEN/49/2021

/ / / Dated Kohima, the 27th September, 2021

OFFICE MEMORANDUM

Sub: Instructions on Personal Information Management System (PIMS).

The Personal Information Management System (PIMS) which was introduced during the year 2016 is a comprehensive personnel management data base of State Government's employees from the date of their joining into service till the time of superannuation. Many Instructions on PIMS were issued from time to time for updating the details of existing employees in PIMS database on details of service confirmation, posting, promotion, retirement, ROP etc., regularly by the respective Departments.

Since the State Government is in the process of introducing e-Pay Bill system, the PIMS Cell in collaboration with the Finance Department is imparting training to all the DDOs and Bill Assistants to familiarize with the functioning of the system, which will be completed by the end of September, 2021.

Therefore, all the Departments are once again reminded that all the information of the Government employees shall be **updated in the PIMS by 16th October, 2021 positively** as per the instruction laid down in O.M. No. AR-3/Gen-174/2007 (Pt) dated 27-09-2019 (copy enclosed), since the Pay Bill of the Government employees will be based on the PIMS database.

Enclosed: As stated above.

Sd/- J.ALAM, IAS

Chief Secretary to the Govt. of Nagaland

NO.PAR/PIMS-GEN/49/2021

/ / / Dated Kohima, the 27th September, 2021

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 PPS to the Chief Secretary, Nagaland Kohima.
4. All Administrative Heads of Department.
5. The Principal Accountant General, Nagaland, Kohima.
6. The Commissioner & Secretary, Nagaland Legislative Assembly.
7. The Secretary, NPSC/Lokayukta/NIC.
8. All Heads of Department.
9. All Nagaland Houses.
10. Office copy



(R. RAMAKRISHNAN) IAS

Principal Secretary to the Govt. of Nagaland

GOVERNMENT OF NAGALAND
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT
(ADMINISTRATIVE REFORMS BRANCH)
NAGALAND : KOHIMA

NO.AR-3/Gen-174/2007 (Pt)

Dated Kohima the 27th Sept, 2019.

OFFICE MEMORANDUM

Sub: Procedure for appointments to every category of posts by any department.

The State Government from time to time have laid down rules and procedures for appointments into the Government service vide OM No.AR-8/8/74 dated 7/7/76, OM No.AR-5/ASSO/98(C) dated 26/2/2001, OM No. AR-3/Gen-174/2007(Pt) Dated 13th Jan, 2010 and OM No. AR-5/ASSO/98 dated 6/6/2016 and hereby reiterates the above standing policy of the State Government.

2. It has come to the notice of the Government that some departments are still resorting to exigency appointments; for E.g. Mali, Chowkidar, Peon on contingency basis which are untenable as the normal office can function even without the said staff. Such contingency appointments, without publicly inviting applications, whether on regular basis, ad-hoc, fixed, casual or work-charged are irregular and illegal.
3. No appointment of any sort without sanctioned/vacant posts shall be made and appointment on contract basis is banned as laid down in the P&AR Department's OM No.AR-5/ASSO/98(C) dated 26/2/2001 and OM No. AR-5/ASSO/98 dated 6/6/2016.
4. In view of the circumstances stated above, the proposals for any new/fresh appointments by any departments for every category of post may be submitted to the Administrative Heads of Department for prior approval for due process of recruitment by the NPSC/Departmental Recruitment Board (DRB). The AHOD shall be responsible to verify the availability of the sanctioned post and duly authenticate each post vacancy against the unique employee code generated by the Personal Information Management System (PIMS) or the post creation order in case of new post. Any appointment order issued without following the due process and without the unique employee code from PIMS shall be considered invalid, null and void.
5. Hence, the PIMS Cell P&AR Department shall not register any appointments made without observing the due process as laid down and the Finance Department shall not grant fund provision on salaries head against the particular department during the Revised Estimate.

Sd/- TEMJEN TOY

Chief Secretary to the Government of Nagaland.

NO.AR-3/Gen-174/2007 (Pt)

Dated Kohima the 27th Sept, 2019.

Copy to: -

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Addl. Chief Secretary to the Chief Minister, Nagaland, Kohima.
3. The Advocate General, Nagaland, Kohima Bench, Guwahati High Court, Assam.
4. The P.S. to Deputy Chief Minister, Nagaland, Kohima.
5. The P.S. to the Speaker/Leader of Opposition/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
6. The P.S. to all Ministers/Advisors, Nagaland, Kohima.
7. The OSD to the Chief Secretary, Nagaland, Kohima.
8. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/Secretaries, Nagaland, Kohima.
9. The Commissioner & Secretary, IT Department, Nagaland, Kohima for uploading in the State portal.
10. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
11. The Secretary, NPSC/Nagaland Lokayukta/Nagaland Information Commission.
12. All AHOD/Heads of Department, Nagaland.
13. All Nagaland Houses.
14. The Publisher, Nagaland Gazette for publication in the official gazette.
15. The Director, IPR with a request for wide publication in the media.
16. Office copy.

(DINESH KUMAR) IAS,