

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

**CIRCULAR**

Dated: Kohima, the 2<sup>nd</sup> September, 2022

**No.AR-3/GEN-394/2022:** In pursuance to this Department's Circular of even number dated 12.08.2022 with regard to Chief Minister's Health Insurance Scheme (CMHIS), it is hereby clarified as below:

- a) The employees under Nagaland Civil Secretariat are to submit the details through the respective Cadre Controlling Department.
- b) The HODs concerned are to compile all the details of the employees as well for district offices and submit via their respective AHOD for further submission to P&AR Department.
- c) The Cadre Controlling AHOD/ HOD must compile the details submitted by the individual Government employee in format 'I' and forward to P&AR Department along with the consolidated list in format 'II' (in both hard and soft copy).

Format 'II' must be countersigned and seal by the forwarding authority.

- d) Those Departments who have already submitted to the P&AR Department may update, if required.
- e) The last date of submission is extended to **15.09.2022**.

**Sd/- CHUBASANGLA ANAR, IAS**

Commissioner & Secretary to the Govt. of Nagaland

Dated: Kohima, the 2<sup>nd</sup> September, 2022

No.AR-3/GEN-394/2022

Copy to:

1. The Principal Secretary to Chief Minister, Nagaland, Kohima.
2. The SPS to Deputy Chief Minister, Nagaland, Kohima.
3. The PPS to Chief Secretary, Nagaland.
4. All AHODs, Nagaland, Kohima.
5. All HODs, Nagaland, Kohima.
6. Office Copy.



**(LIVITOLI SUKHALU) NCS**

Under Secretary to the Govt. of Nagaland

**PRESCRIBED FORMAT**

A. Details of Government Servant:

**Employee:**

<b>Government Servant Name</b>	
<b>PIMS Code No.</b>	
<b>Department</b>	

**Spouse (if working or retired):**

<b>Spouse Name</b>	
<b>PIMS Code No.</b>	
<b>Department</b>	

B. Details of Dependent Members of the Family:

<b>Sl. No.</b>	<b>Name of Dependent</b>	<b>Gender</b>	<b>D.O.B</b>	<b>Married/ Unmarried</b>	<b>Relationship with the Govt. Servant</b>	<b>Category of Disability (if any)</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**Note:**

1. Copy of the relevant page of the Service Book may be appended as a support document.
2. If both the spouses are Government Servants, details of both are to be furnished as above at 'A'.
3. Parents, if retired Govt. Servants, may not be listed as dependents.
4. Regarding point 'f' in the Circular dated 12.08.2022, please note that daughters are eligible for coverage under the Medical Reimbursement Rules until marriage or securing employment. And as such, are eligible, irrespective of age, whether they are Persons with Disability or not, unlike sons who are automatically ineligible at age 25, unless they are Persons with Disability, hence only sons with disability are explicitly mentioned in the format.

