

Government of Nagaland
Personnel and Administrative Reforms Department

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 Upgradation a) Workload b) Expansion of the Department c) New Programmes d) Upgradation of Office e) Organisational f) Any other reason	
6	Hierarchy a) Immediate feeder post in the line of promotion b) Immediate promotion post in the hierarchy	
7	Additional information a) 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. b) Possibilities of re-deployment/outsourcing/hiring out of services. c) 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
Administrative Head**

**Signature of the
Head of the Department**

Government of Nagaland
Personnel and Administrative Reforms Department

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 creation a) Workload b) Expansion of the Department c) New Programmes d) Creation of Office e) Organisational f) Any other reason	
6	Hierarchy a) Immediate feeder post in the line of promotion b) Immediate promotion post in the hierarchy c) Map out career progression for created posts.	
7	Additional information a) 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. b) Possibilities of re-deployment/outsourcing/hiring out of services. c) 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	

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Administrative Head**

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Head of the Department**

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Personnel and Administrative Reforms Department

Checklist/Template to be submitted for MRC memorandum with Annexures-II & III

1	<p>Brief write-up of the activities of the Department, including the-</p> <p>a) Nature of Work in the Directorate and the District offices</p>
2	<p>Details of Employees.</p> <p>a) Total number of sanctioned strength, category-wise with pay levels/pay-scales;</p> <p>b) Actual number of employees in position;</p> <p>c) Details of existing vacancies along with dates of their occurrence, category-wise</p> <p>d) Summary-sheet of total employees, inclusive of appointees on contract, adhoc, fixed-pay. work-charged, casual, contingency, temporary, etc., category-wise</p> <p>e) Projection of Department's functions and activities for the next 05 10 and 15 years;</p> <p>f) Details of deployment of employees in various establishments within the Department in the Directorate and District offices.</p>
3	<p>Justifications for each category of post</p> <p>a) Functional Justifications;</p> <p>b) Scientific/Technical or Administrative nature of each post;</p> <p>c) Duties and responsibilities attached against the post;</p> <p>d) Clarifications as to how the functions of the post were managed in the absence of its creation/ upgradation</p>
4	<p>Mode of recruitment</p> <p>a) Essential and minimum qualifications for appointment against the post;</p> <p>b) Details of the recruitment-rules relevant to the post;</p> <p>c) Mode of appointment to the post;</p>
5	<p>Redundant posts:</p> <p>a) Details of the posts which are considered to be redundant, along with pay-levels</p> <p>b) Details of employees in position, with date of retirement from service</p>

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