

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

No. AR-3/GEN-201/09 (VOL-I)

Dated Kohima, the 16th December, 2022

OFFICE MEMORANDUM

Sub: Format for Regularisation of Work- Charged and Casual Employees.

It has come to the notice of the Government that many Departments are issuing regularising orders in multiple formats. This, invariably, has created confusion in various categories of employment under the Government of Nagaland and the further usage of inappropriate terms and conditions in such orders is causing undue inconvenience to those employees who has been appointed on regular basis against sanctioned posts, as per the laid down norms and procedure, viz, open recruitment, etc.

2. Therefore, with a view to ensure that uniformity is maintained with respect to the issuance of regularisation orders to service under the State Government, the formats at Annexure-I, and Annexure-II are hereby enclosed for strict compliance by all concerned.

3. Henceforth, all Departments are requested to issue regularisation orders in strict conformity with the formats attached and any such orders issued in deviation of the formats so prescribed shall be treated null and void. It may be noted that all blank spaces in the formats are to be mandatorily filled and incomplete or incorrect or partially filled formats will not be accepted for registration in the PIMS.

4. This Office Memorandum is to be read with this Department's O.M. AR-3/Gen-67/2001 (Pt), Dt. 22.09.2004 and AR-3/GEN-201/2009, Dt. 17.03.2015

Enclosed:- As stated above

Sd/- J. ALAM, IAS

Chief Secretary to the Govt of Nagaland

Dated Kohima, the 16th December, 2022

No. AR-3/GEN-201/09 (VOL-I)

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 SPS to Deputy Chief Minister, Nagaland, Kohima.
4. The PS to all Ministers/Advisors, Nagaland, Kohima.
5. The PPS to the Chief Secretary, Nagaland, Kohima.
6. The all AHODs and HODs, Nagaland, Kohima.
7. The Director, Information Technology, Nagaland, Kohima for uploading in the P&AR Department website.
8. The Publisher, Nagaland Gazette for publication in the official gazette.
9. Office copy.


(CHUBASANGLA ANAR) IAS

Commissioner & Secretary to the Govt. of Nagaland

ANNEXURE I

Format for Regularisation of Work-Charged and Casual Employee on completion of 30 (thirty) years of continuous service with scale of pay

Notification

Date

File No. In pursuance to Part-1 (ii) of P&AR O.M. AR-3/GEN-201/2009, DT. 17.03.2015, on completion of 30 (thirty) years of continuous service with scale of pay, and on the approval of Manpower Rationalization Committee (MRC) vide..... and Cabinet vide....., and having been duly verified and found genuine by the District Level Verification Board vide Verification Committee Chairman Name..... and in the interest of public service the following are hereby regularised under theDepartment in Pay level as indicated below plus all other allowances as are admissible under the rules in force from time to time with effect from the date of Cabinet decision

Sl. No.	Name	Designation/Post	Sl No. in verification report	Pay level
1.				
2.				

1. The Appointees shall be on probation for 1 (one) year. On completion of the probation period, they shall be considered for service confirmation subject to the fulfilment of condition prescribed in the Service Rule/Rules in force.
2. He/She will be liable to be discharged from service if he/she fails to fulfil the required conditions as laid down from time to time during the period of probation.
3. Other conditions of service not stipulated in this notification shall be governed by the relevant rules/orders issued from time to time.
4. The regularisation order is subject to subsequent confirmation of service on the recommendation of a Medical Board and verification of antecedents. In case of false declaration/submission of wrong information, the regularisation shall be revoked and other criminal proceeding/ legal action shall be initiated.
5. The past service rendered as work-charged/casual employee shall be counted towards the length of service for purpose of retirement and pension.

Signature and name of the Head of Department.

Copy to;

1. The Accountant General, Nagaland, Kohima.
2. The Secretary (AHOD) of the concerned Department.
3. The PIMS cell, P&AR for registration in PIMS
4. The respective Treasury Officer
5. The Staff Concerned
6. Office Copy.

ANNEXURE II

Format for Regularisation of Work-Charged and Casual Employee under 50% vacancy arising in the Department

Notification

Date

File No..... In pursuance to P&AR O.M. AR-3/Gen-67/2001 (Pt), Dt. 22.09.2004, and AR-3/GEN-201/2009, DT. 17.03.2015, and on the 50% regular vacancy arising in the Department and being the senior most Work-Charged/ Casual Employee in the Department and having been duly verified and found genuine by the District Level Verification Board vide Verification Committee Chairman Name..... In the interest of public service the following are hereby under theDepartment/Directorate/ Division in Pay level in the pay level indicted below plus all other allowances as are admissible under the rules in force from time to time with effect from the date of issue of this Notification.

Sl. No.	Name	Designation/ Post	Sl No. in verification report	Pay Level	PIMS code of the retired/promoted employee against which the vacancy regularisation is made.
1.					
2.					

1. The Appointees shall be on probation for 1 (one) year. On completion of the probation period, they shall be considered for service confirmation subject to the fulfilment of condition prescribed in the Service Rule/Rules in force.
2. He/She will be liable to be discharged from service if he/she fails to fulfil the required conditions as laid down from time to time during the period of probation.
3. Other conditions of service not stipulated in this notification shall be governed by the relevant rules/orders issued from time to time.
4. The regularisation order is subject to subsequent confirmation of service on the recommendation of a Medical Board and verification of antecedents. In case of false declaration/submission of wrong information, the regularisation shall be revoked and other criminal proceeding/ legal action shall be initiated.
5. The past service rendered as work-charged/casual employee shall be counted towards the length of service for purpose of retirement and pension.

Signature and name of the Head of Department

Copy to;

1. The Accountant General, Nagaland , Kohima.
2. The Secretary (AHOD) of the concerned Department.
3. The PIMS cell, P&AR for registration in PIMS
4. The respective Treasury Officer
5. The Staff Concerned
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