

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

NO.AR-3/GEN-336/16

Dated: Kohima, the 14th March, 2024

OFFICE MEMORANDUM

Sub:- REVISED FORMAT FOR APPOINTMENT ORDERS-REGARDING

In continuation to this Department's Office Memorandum of even number dated 10/3/2022, revised formats enclosed at Annexure-I, Annexure-II and Annexure-III are being circulated for strict compliance by all concerned.

Further, appointment order of compassionate appointment must mention the U.O number and date of clearance given by the P&AR Department for the same.

Enclosed:- As stated above

Sd/- J. ALAM, IAS

Chief Secretary to the Government of Nagaland

Dated: Kohima, the 14th March, 2024

NO.AR-3/GEN-336/16/312

Copy to

1. The Secretary to the Governor of Nagaland, Kohima
2. The Principal Secretary to Chief Minister, Nagaland, Kohima.
3. The Sr.PS to Deputy Chief Minister, Nagaland, Kohima.
4. The PS to all Advisors, Nagaland, Kohima.
5. The PPS to the Chief Secretary, Nagaland Kohima
6. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/ Secretaries, Nagaland, Kohima.
7. The Director General of Police, Nagaland, Kohima.
8. The Principal Accountant General, Nagaland, Kohima
9. The Commissioner & Secretary, Nagaland Legislative Assembly.
10. The Secretary, Nagaland Lokayukta /NIC/NPSC/NSSB, Kohima.
11. The Director, IT&C Dept. for uploading in the State Portal and the P&AR website
12. The Principal Director, Treasuries & Accounts, Nagaland, Kohima
13. All Heads of Departments, Nagaland.
14. The Publisher, Nagaland Gazette, for publication
15. All Branches of P&AR Department
16. Office copy

(WEKU ZHIEMI)

Under Secretary to the Government of Nagaland

Format for Appointment order for Group A&B Gazetted post

NOTIFICATION

Date:

File number: Consequent upon the recommendation of the Nagaland Public Service Commission and in the interest of public service the Governor of Nagaland is pleased to appoint the following to the post of under the Department in the Pay Level of the Pay Matrix plus all other allowances as are admissible under the rules in force from time to time with effect from the date of taking over charge.

Sl no	Name (in order of merit in NPSC)	A. Details of Retired Employee against whose vacancy the appointment is made.
		1. PIMS Code 2. Name 3. Designation 4. Date of release
		B. If new post creation, Order No. and date
1		
2		

2. The appointees shall be on probation for 2(two) years with effect from the date of joining. On completion of the probation period, they shall be considered for service confirmation subject to fulfilment of conditions as prescribed in the Service Rules/rules in force.

3. 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 appointment 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 appointment shall be revoked and other legal and disciplinary action shall be initiated.

5. Details of the previous employment of the appointee under the State Government if any.

Sl.No.	Name	Previous PIMS	Date of joining of previous post

Signature & Name
Administrative Head of Department

Copy to

- 1. The Accountant General, Nagaland Kohima
- 2. The Secretary NPSC
- 3. The PIMS cell, P&AR for registration in PIMS
- 4. The Director (HOD) of the concerned Department
- 5. The respective Treasury Officer
- 6. The officer concerned
- 7. Office copy

Signature & Name
Administrative Head of Department

Format for Appointment order of Group C/Non-Gazetted post
NOTIFICATION

Date:

File number: Consequent upon the recommendation of the Nagaland Public Service Commission/Nagaland Staff Selection Board/Departmental Recruitment Board/District Level Recruitment Board vide letter no dated and with approval of Government vide letter no dated in the interest of public service the following are hereby appointed to the post of in the Department in Pay Level of the Pay Matrix plus all other allowances as are admissible under the rules in force from time to time with effect from the date of taking over charge.

Sl no	Name (in order of merit in NPSC/ NSSB/ DRB/DLRB)	A. Details of Retired Employee against whose vacancy the appointment is made
		1. PIMS Code 2. Name 3. Designation 4. Date of release
		B. If new post creation, Order No. and date.
1		
2		

2. The appointees shall be on probation for (number of years as prescribed by the respective service rules) years. On completion of the probation period, they shall be considered for service confirmation subject to fulfilment of conditions prescribed in the Service Rules/Rules in force.
3. 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 appointment 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 appointment shall be revoked and other legal and disciplinary action shall be initiated.
5. Details of the previous employment of the appointee under the State Government if any.

Sl.No.	Name	Previous PIMS	Date of joining of previous post

Signature & Name
Administrative Head/Head of Department

- Copy to:
- 1. The Accountant General, Nagaland Kohima
 - 2. The Secretary (AHOD) of the concerned Department
 - 3. The Secretary NSSB (if recruited through NSSB)
 - 4. The PIMS cell, P&AR for registration in PIMS
 - 5. The respective Treasury Officer
 - 6. The officer concerned
 - 7. Office copy

Signature & Name
Administrative Head/Head of Department

Format for appointment order of Group D post

NOTIFICATION

Date:

File number: Consequent upon the approval of Government vide letter no dated the following are hereby appointed asin the office, under the Department in Pay Level of the Pay Matrix plus all other allowances as are admissible under the rules in force from time to time with effect from the date of taking over charge.

Sl no	Name (in order of merit)	A. Details of Retired Employee against whose vacancy the appointment is made.
1		1. PIMS Code 2. Name 3. Designation 4. Date of release
		B. If new post creation, Order No. and date.
2		

2. The appointees shall be on probation for 2 (two) years. On completion of the probation period, they shall be considered for service confirmation subject to fulfilment of conditions prescribed in the Service Rules/Rules in force.

3. 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 appointment 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 appointment shall be revoked and other legal and disciplinary action shall be initiated.

5. Details of the previous employment of the appointee under the State Government if any.

Sl.No.	Name	Previous PIMS	Date of joining of previous post

Signature & Name
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 officer concerned
6. Office copy

Signature & Name
Head of Department