

**GOVERNMENT OF NAGALAND**  
**PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT**  
**(PERSONAL INFORMATION MANAGEMENT SYSTEM CELL)**  
**NAGALAND : KOHIMA**  
**Email: pisnagaland@gmail.com**

NO.PAR/PIMS-2/2015

Dated Kohima the 23<sup>rd</sup> April 2024

**OFFICE MEMORANDUM**

**Sub: Timely Registration in Personal Information Management System (PIMS).**

In reiteration and addition to this department O.M of even number dated 5<sup>th</sup> July, 2019 and O.M. NO.PAR/PIMS-10/2017 Dated Kohima the 4<sup>th</sup> March 2022 regarding instructions on PIMS, it may be brought to the attention of all Departments that the Government has noticed delay in submission of application for registration of new appointments in various Departments in PIMS which is causing unnecessary hardship and inconvenience to the Government employees.

It is hereby directed that the application for registration of fresh appointments must be submitted to P&AR department within 2 (Two) weeks of the issue of the appointment order.

Only the following documents are to be submitted for registration:

1. Appointment Order.
2. Appointment Order and Release Order of the retired employee and their PIMS number. This is to ensure 1(one) post 1 (one) incumbent or post creation order if it is a new post and there have been no former incumbents. Please note promotion orders will not be accepted as vacancy detail.
3. Recommendation of NPSC/NSSB/DRB/DLRB
4. Approval of AHoD.
5. Advertisement order.
6. Compassionate appointments must enclose clearance of P&AR Department for the same.
7. Aadhaar number with photocopy of Aadhaar card.
8. In case of Government employees who were initially appointed in a non-regular capacity (work charge/contingency/contract/casual/ad-hoc) but have subsequently been regularized, the order of regularization must also be submitted.
9. With regard to appointments made on the basis of land ownership, the departments are required to submit the documents as listed in O.M. No.LR/LAND-PLCY/5-26/2011 dated Kohima, the 16<sup>th</sup> August 2018.

Further, HoDs are reminded to thoroughly verify the applications before forwarding to P&AR Department through the AHoD.

Sd/- **ANOOP KHINCHI, IAS**

Commissioner & Secretary to the Govt. of Nagaland

Dated Kohima the 23<sup>rd</sup> April 2024

NO.PAR/PIMS-2/2015

Copy to;

1. The Secretary to the Governor, Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The Deputy Secretary to the Chief Secretary, Nagaland, Kohima.
4. All AHODs/HODs for necessary compliance.
5. The Secretary, Nagaland Legislative Assembly, Kohima.
6. The Secretary, NPSC/NSSB/Nagaland Lokayukta/ Nagaland Information Commission.
7. The Director, IT&C Department, Nagaland, Kohima for uploading in the state portal.
8. All Nagaland Houses.
9. Office Copy.

  
23/4/24  
**(WEKU ZHIEMI) NCS**  
Under Secretary to the Govt. of Nagaland