

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

No.AR-3/GEN-174/2007 (PT)

Dated: Kohima, the 29th March, 2023

OFFICE MEMORANDUM

Sub: Revised Format and Procedure for Superannuation Retirement.

With a view to properly streamline the procedure for the release of Government Employees on completion of 35 years of service or attaining 60 years of age, a revised uniform format is hereby enclosed for use of all the Departments.

2. Henceforth, Provisional Release Orders for those employees retiring in the next calendar year should be issued latest by 31st January of every year.
3. Along with Provisional Release Orders, the Department will issue the complete set of format to be duly filled by the employee and submitted to the Department along with the requisite documents as listed at Annexure-A, within 2 (two) months. If not done the salary for the employee shall be disabled from being generated in e-pay bill till submission.
4. The Department must effect the documents listed in Annexure-B within 2(two) months of the issue of the Provisional Release Order.
5. The complete pension papers must be forwarded to the Accountant General Office by the Department 6 (six) months before the date of retirement of the Government employee. If not done, the salary of the concerned DDO and the HOD shall be disabled from being generated in e-pay bill till submission. Provided that any additional order such as MACP, promotions, upgradation are forwarded to the A.G promptly to ensure it is incorporated.
6. In the case of other pension classes, the pension benefit would be settled as per the existing pension rules.
7. All existing instruction on superannuation retirement will cease to operate with effect from the date of issue of this Office Memorandum.
8. For the next calendar year, 2024, the Department's list of superannuation shall be notified by 30.06.2023.
9. This has the concurrence of Finance Department vide RFC/ESTT No. 30/04, dated 27.03.2023.

Sd/- CHUBASANGLA ANAR, IAS

Commissioner & Secretary to the Govt. of Nagaland.

Dated: Kohima, the 29th March, 2023

No.AR-3/GEN-174/2007 (PT)

Copy to:

1. The Secretary to the Governor of Nagaland, Raj Bhavan, Kohima
2. The Principal Secretary to Chief Minister, Nagaland, Kohima.
3. The SPS to Deputy Chief Ministers, Nagaland, Kohima.
4. The PPS to Chief Secretary, Nagaland Kohima
5. The Administrative Heads of Department, Nagaland, Kohima.
6. The Principal Accountant General, Nagaland, Kohima
7. All Heads of Department, Nagaland.
8. All Nagaland Houses, Delhi, Kolkata, Shillong, Guwahati
9. All Deputy Commissioners, Nagaland.
10. The Director, IT&C for uploading in the State Portal and the P&AR website
11. The Publisher, Nagaland Gazette, for publication in the next issue.
12. Office copy.

(LIVITOLI SUKHALU)NCS

Under Secretary to the Govt. of Nagaland

GOVERNMENT OF NAGALAND
DEPARTMENT
NAGALAND: KOHIMA

No. _____

Dated : Kohima, _____

ORDER

List of particulars of the Government servant who are to be released from duty on retirement on completion of 35 years of service/on attaining of age of 60 years in terms of Section 3(1) and Section 3(2) of the Nagaland Retirement from Public Employment (Second Amendment) Act, 2009 and P&AR Notification No. AR-3/174/2007 (Pt) dated 7th August, 2009 for the year ending _____

| Sl. No | Name of the Govt. employees | Designation & place of posting | Date of birth | Date of joining Govt. service | Nature of service (whether regular, adhoc, contract, work-charged, fixed pay, etc) | Whether pensionable/non-pensionable establishment | Date of release on completion of 35 years of service | Date of release on attaining 60 years of age. |
|--------|-----------------------------|--------------------------------|---------------|-------------------------------|--|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

*Each employee has been given a copy of the requisite format listed in Annexure-A which must be submitted to the Department within 2 (two) months, failing which salary for the above employee shall be disabled from being generated in e-pay bill till submission.

(Administrative Head/Head of Department)

No. _____

Dated : Kohima, _____

Copy to:-

The PPS to the Chief Secretary, Nagaland Kohima

1. The Addl. Chief Secretary & Finance Commissioner, Nagaland Kohima
2. The concerned Administrative Head of Department, Nagaland, Kohima.
3. The Commissioner & Secretary, P&AR Department, Nagaland, Kohima.
4. The concerned Head of Department, Nagaland, Kohima.
5. The Accountant General, Nagaland Kohima.
6. The Principal Director, Treasuries and Accounts, Nagaland, Kohima.
7. The PIMS cell for updating in PIMS.
8. The respective Treasury Officer.
9. The officer concerned.
10. Office copy.

(Administrative Head/Head of Department)

NOTE:

(i) In the case of Group A&B Officers, the order will be issued by the Administrative Head of Department, whereas in the case of Group C&D employees, it will be issued by the Head of Department. In the case of employees of the Secretariat, the concerned Administrative Head i.e P&AR, Home and Transport Department will issue the order for Group A,B,C & D employees.

ANNEXURE-A

1. Pension format **1,3,5,7.**
2. Commutation form
3. Specimen Signature & Descriptive roll (2 slips each)
4. Photo Single and joint with spouse (**4 copies each**)
5. Latest GPF Statement
6. Birth Certificate of Spouse & Children below 25 years (**to be attested by Head of Office/any Gazetted Officer**)

ANNEXURE-B

1. The concerned Department shall obtain '**No Demand Certificate**' from **Chief Engineer (Power), Chief Engineer (PHE), and Chief Engineer (PWD)** for those retiring employees who are in occupation of Government Quarter current to the date of issue.
2. The Head of Department shall directly issue '**No Demand Certificate**' for those retiring employees who are not in occupation of Government Quarter
3. The concerned Department shall obtain '**No Demand Certificate**' from **Works & House Department (Loan Branch) and Home Department (Loan Branch)** with regard to House Building Advance and Motor Car/Scooter Advance respectively, for their retiring employees current to the date of issue.
4. Last pay certificate (**Provisional**)