

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

No.AR-3/GEN-6/3/2023

Dated: Kohima, the 18<sup>th</sup> October, 2024

**OFFICE MEMORANDUM**

**Sub: Guidelines for issuing Duplicate Appointment Order/Official document.**

It has come to the knowledge of the Government that some Government employees apply for duplicate appointment orders/official documents pertaining to service matters due to the loss of original appointment order/official document, and in the absence of proper guidelines, inconsistencies have arisen in the issuance of these duplicates across different establishments.

Hence, to ensure uniformity and prevent discrepancies, the following guidelines are hereby established for obtaining a duplicate appointment order/official document pertaining to service matters:

1. Upon losing the original appointment order/official document, the employee must file a First Information Report (FIR) at the nearest police station within 30 days of the loss.
2. The employee shall publish a "Lost Document" notice in local newspapers.
3. Authenticity of the employee's details will be verified by the authorized issuing authority: HoD for non-gazetted employees and AHoD for gazetted employees by checking against the service record available in the Department such as pay roll, acquaintance roll and Service Book entry, ensuring that all appointment/service event entries have been made in the Service Book under the attestation of the competent attester's authority and that there is a certified copy of initial pay and drawal from the pay acquaintance roll.
4. Prior approval must be obtained from the Personnel and Administrative Reforms (P&AR) Department before issuing the duplicate appointment order/official document.
5. The duplicate appointment order/official document must contain the same terms & conditions as the original. No alterations or modifications are permitted under any circumstances.
6. The Department shall ensure that the originality of the appointment order/official document is retained by diligently making timely entries in the Service Book and strictly maintaining the Guard file and other modes of record keeping.

All Government establishments are directed to strictly adhere to these guidelines when processing requests for duplicate appointment orders/ official documents pertaining to service matters.

**Sd/-Dr. J ALAM, IAS**

Chief Secretary to the Govt. of Nagaland

Dated: Kohima, the 18<sup>th</sup> October, 2024

No.AR-3/GEN-6/3/2023 / 604  
Copy to:

1. The Commissioner & Secretary to the Governor, Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The PPS to Deputy Chief Ministers, Nagaland, Kohima.
4. The PS to the Speaker, Nagaland Legislative Assembly, Kohima.
5. The PS to all Ministers/Advisors, Nagaland, Kohima.
6. The PPS to the Chief Secretary, Nagaland, Kohima.
7. All Administrative Heads of Department, Nagaland, Kohima.
8. All Heads of Department, Nagaland.
9. The Principal AG, Nagaland, for information.
10. The Director, IT&C with a request to upload in P&AR Department's website.
11. The Publisher, Nagaland Gazette, for publication in the next gazette.
12. Office copy.

  
(WEKU ZHIEMI) NCS

Under Secretary to the Govt. of Nagaland