

**GOVERNMENT OF NAGALAND
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT
(PERSONAL INFORMATION MANAGEMENT SYSTEM CELL)
NAGALAND: KOHIMA**

No. PAR/PIMS-2/2015

Dated: Kohima, the 15th September, 2025

OFFICE MEMORANDUM

**Sub: INSTRUCTIONS FOR THE VERIFICATION OF SANCTIONED POSTS
BEFORE REQUISITION OF POSTS FOR RECRUITMENT**

Ref: OM NO. PAR/PIMS-10/2017 dated 05.07.2019
OM.NO. AR-3/ASSO/98(Pt) dated 16.07.2018
OM.NO. AR-3/GEN-174/2007(Pt) dated 19.12.2023
OM NO. AR-5/ASSO/98(VOL-I) dated 26.09.2022

The Government has issued various directives from time to time in regard to appointments against posts under the State Government, with a view to streamline the process and to ensure that due process is followed. In this regard it has come to the notice of the Government that Departments are not maintaining proper records of sanctioned posts and, in some cases, are not adhering to the provisions of their respective departmental service rules during recruitment. This has led to delays in the registration of the employees in the Personal Information Management System (PIMS), which in turn causes delays in the release of salary to employees resulting in operational issues in the implementation of the New Pension Scheme (NPS).

2. To address this, the provisions of OM NO.PAR/PIMS-10/2017 dated 05/07/2019 are hereby amended for compliance of all Departments. All Departments are henceforth required to verify the details of vacancies before initiating requisitions to the Nagaland Public Service Commission (NPSC)/ Nagaland Staff Selection Board (NSSB)/ Departmental Recruitment Board (DRB)/ District Level Recruitment Board (DLRB) through the PIMS Cell, P&AR Department. PIMS Cell shall verify that there are no appointments made without sanctioned post and that no appointments are being made against supernumerary posts.

3. To ensure that the above directives are being complied with, the following procedure is prescribed for compliance of all Departments prior to requisitioning the posts to NPSC/NSSB/DRB/DLRB or Departmental Recruitment of Group D posts.

- i. The Department shall submit in file to PIMS Cell, P&AR Department the details of all retired/retiring employees against whose vacancies, appointments are to be made in the prescribed format at Annexure I.
- ii. The Appointment Orders and Release Orders of the retired/retiring employees must be submitted with the format prescribed at Annexure I.
- iii. In case of a vacancy where regularization of adhoc/contingency/contract/fixed paid service was done before retirement, a copy of the regularization order must also be submitted with Annexure I.

- iv. The P&AR Department shall verify the vacancy and issue clearance for the requisition. In the case of Group-D posts, clearance from the Finance Department shall also be obtained by the P&AR Department prior to issuing the final clearance for requisition.
 - v. This clearance shall be cited in the requisition letter to NPSC/NSSB/DRB/DLRB.
 - vi. NPSC/NSSB/DRB/DLRB shall not advertise any post which does not have this clearance.
 - vii. This clearance shall be cited when forwarding for registration in PIMS Cell, P&AR Department.
 - viii. Hereafter PIMS Cell, P&AR Department shall not accept any submission for registration without this clearance for posts advertised, after the issuance of this OM.
4. For non-Group D posts outside the purview of NPSC and NSSB, Departments obtaining sanctioned post clearance as per this Office Memorandum must subsequently seek the required clearances from the P&AR and Finance Departments, in accordance with OM No.AR-5/ASSO/98 (Vol-I) dated 26/09/2022.
5. In order to avoid any delay in the recruitment process, the departments are directed to submit anticipated vacancies for verification at least one year prior to the retirement of the serving employees due to superannuation or length of service. For vacancies arising due to other reasons, they should be submitted for verification immediately upon occurrence.
6. Receipt of the Office Memorandum may please be acknowledged.

Sd/- SENTIYANGER IMCHEN, IAS

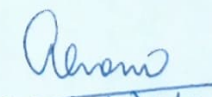
Chief Secretary to the Govt. of Nagaland

Dated: Kohima, the 15th September, 2025

No. PAR/PIMS-2/2015

Copy to:

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The Sr. PS 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 Departments, Nagaland, Kohima.
8. The Director General, ATI, Nagaland, Kohima.
9. All Heads of Departments, Nagaland.
10. The Secretary, NPSC/NSSB for strict compliance and necessary action.
11. The Secretary, Nagaland Lokayukta/NIC.
12. The Director, IT&C with a request to upload in P&AR Department's website.
13. The Publisher, Nagaland Gazette, for publication in the next gazette.
14. Office copy.


(15/9/2025)
(RENBONI MOZHUI) NCS
Secretary to the Govt. of Nagaland

GOVERNMENT OF NAGALAND
Personnel and Administrative Reforms Department
(Personal information management system cell)

No. PAR/PIMS-10/2017

Dated Kohima, the 5th July 2019

OFFICE MEMORANDUM

Sub:- Instruction on Personal Information Management System (PIMS)

Personal Information Management system (PIMS) is a web-enabled personnel management system under the State Government with the purpose of tracking and recording the service records of all government employees from the date of their joining into service till they retire.

In order to promote e-governance initiative and to provide transparency of the employees profile, the State Government has decided to make basic PIMS data public further, State Government employees or the public will be able to access the 10 select open fields of government employee's profiles from the website of PIMS, P&AR Department by logging in at www.nglemployeedirectory.in. Discrepancies in data, if any must be brought to the notice of the PIMS Cell, P&AR Department through the concerned departmental Nodal Officer only.

It is also informed that the Departments while requisitioning posts to NPSC/Departmental Recruitment Board, (DRB), should indicate the name and employee code of new posts in the requisition format. The NPSC/DRB in turn must use the said code while making recommendations for appointment to the Department concerned. It also reiterated to all Departments that all service related orders issued by any Departments such as appointment, transfer & posting, promotion, retirement orders must reflect the PIMS code of the employee and a copy must be endorsed to the PIMS Cell, P & AR Department.

It is observed that many new HODs need to get themselves familiarized to PIMS for better governance and maintenance of the Department's employee, utilising the System the PIMS Cell in each Directorate should also be strengthened and the Nodal Officer in charge of the System should ensure that the employee datas are up-to date in the system.

Further as per Office Memorandum No. AR-5/ASSO/98 dated 06-06-2016, appointment on contract basis ad-hoc, fixed, casual work-charged etc, are banned w.e.f. 6th June, 2016. However many Departments are still sending such proposals for registering in the PIMS in defiance to the said Office Memorandum. It is therefore reiterated that the PIMS Cell shall not entertain such appointments for registration.

Sd/- TEMJENTOY
Chief Secretary to the Govt. of Nagaland

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

No. AR-3/ASSO/98 (Pt)

Dated Kohima, the 16th July, 2018

OFFICE MEMORANDUM

Subject: BAN ON APPOINTMENT WITHOUT SANCTIONED POSTS.

The State Government issued instructions that all appointments at all levels shall be made only against existing vacant posts that have been created in accordance with the rules in force and no appointment of any sort shall be made in the absence of a vacant post vide this Department's Office Memorandum vide No.AR-5/ASSO/98 (C) dated 26th February, 2001.

2. Despite clear instructions, it has come to the notice of the Government that a number of unauthorized appointments without sanctioned posts have been made by certain Heads of Department. The Government has viewed seriously such violation of standing rules/procedures and it is hereby reiterated that the erring officials shall be penalized as per the rules. Criminal prosecution of the erring officials shall be taken up by filing FIR in the Vigilance Commission and also all payments of pensionary benefits should be withheld till criminal case is disposed off.

3. This instruction is issued with the direction of the Cabinet vide O.M. No.CAB-2/2013 dated 5th July, 2018.

Sd/- TEMJEN TOY, IAS

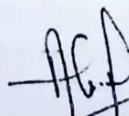
Chief Secretary to the Government of Nagaland

Dated, Kohima, the 16th July, 2018

NO.AR-3/ASSO/98(Pt)

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 P.S. to the Speaker/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
4. The P.S to all Ministers/Parliamentary Secretaries, Nagaland, Kohima.
5. The OSD to the Chief Secretary, Nagaland Kohima.
6. All Additional Chief Secretaries/ Principal Secretaries/Commissioner & Secretaries/Separate Secretaries/Additional Secretaries, Nagaland Kohima.
7. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission.
8. All Heads of Department, Nagaland.
9. All Nagaland Houses.
10. The Director, IPR for wide publication in the local papers.
11. The Publisher, Nagaland Gazette for publication in the official gazette.
12. Office copy.


16/07/18
(AKUNU S.MEYASE)

Joint Secretary to the Government of Nagaland

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

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

Dated: Kohima, the 19th December, 2023

OFFICE MEMORANDUM

Sub: Termination of employees appointed on regular basis without sanctioned post and employees appointed against supernumerary posts that stand automatically abolished after the retirement of the incumbent.

In pursuance of the Cabinet decision vide CAB-1/14/2023 dated 09/11/2023, all Departments are directed to initiate termination proceedings against those employees who were appointed on regular basis without sanctioned posts and against supernumerary posts that stand automatically abolished after the retirement of the incumbent.

2. Further, all the Departments are directed to furnish their action taken report to this Department without fail on or before 10/01/2024.

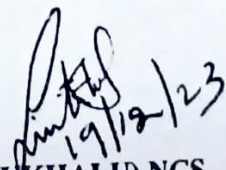
Sd/-J. ALAM, IAS

Chief Secretary to the Govt. of Nagaland
Dated: Kohima, the 19th December, 2023

No. AR-3/GEN-174/2007 (Pt)/344

Copy to:

1. The Secretary to the Governor of Nagaland, Raj Bhavan, 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.
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(LIVITOLI SUKHALU) NCS
Deputy Secretary to the Govt. of Nagaland

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

No.AR-5/ASSO/98(VOL-I).

Dated: Kohima, the 26th September, 2022.

OFFICE MEMORANDUM

Subject: REVIEW ON FREEZING OF ALL FRESH APPOINTMENTS

In supersession of this Department's OM No.AR-5/ASSO/98/(Pt-II) dated 22.04.2020 and OM of even number dated 16.07.2021, the Governor of Nagaland is pleased to direct that posts requisitioned through NPSC and NSSB shall not attract the freeze.

2. Recruitment to Group-D posts will be governed by P&AR Department instructions issued in pursuance to the earlier decisions of the Cabinet issued vide OM No. AR-5/ASSO/98(C) dated 26/02/2001, OM No. AR-3/Gen-174/2007 dated 26/10/2017, OM No. AR-3/Gen-174/2007(Pt) dated 24/03/2018, OM No. AR-3/Gen-174/2007 dated 27/09/2019 and AR-3/GEN-336/16 dated 10/03/2022.
3. Recruitment to posts other than Group-D which are outside the purview of NPSC and NSSB will require prior clearance of P&AR Department and Finance Department on a case to case basis.
4. This is issued vide Cabinet decision No.CAB-2/2013 dated 20th September, 2022.

Sd/-J ALAM, IAS

Chief Secretary to the Govt. of Nagaland

Dated: Kohima, the 26th September, 2022.

No.AR-5/ASSO/98(VOL-I) /398

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 PS to Deputy Chief Minister Nagaland, Kohima.
4. The P.S. to the Speaker/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
5. The P.S to all Ministers/Advisors, Nagaland, Kohima.
6. The PPS to the Chief Secretary, Nagaland Kohima.
7. The Additional Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries /Additional Secretaries, Nagaland Kohima.
8. The Advocate General, Nagaland, Kohima.
9. The PPS to Director General of Police, Nagaland, Kohima
10. The Secretary, Nagaland Legislative Assembly
11. The Secretary, NPSC/Nagaland Lokayukta/NIC.
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(LIVITOLI SUKHALU) NCS

Under Secretary to the Govt. of Nagaland