

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

NO.PAR/PIMS-2/2015/

Dated Kohima, the 25<sup>th</sup> March, 2026

**OFFICE MEMORANDUM**

**Sub: Revised Comprehensive Instructions on Employee Management in PIMS**

The State Government has issued various instructions from time to time regarding employee management in the Personal Information Management System (PIMS). In the interest of providing more clarity and easier reference to these instructions, and in continuation to this Department OM No.PAR/PIMS-10/217 dated the 5<sup>th</sup> July, 2019, the revised comprehensive instructions are issued herein in supersession of this Department OM NO.PAR/PIMS-10/2017 dated the 4<sup>th</sup> March, 2022 and OM NO.PAR/PIMS-2/2015 dated the 23<sup>rd</sup> April, 2024.

2. All departments are directed to have a PIMS Cell and designate a responsible Nodal Officer to ensure timely and correct registration and updating of employee service and personal details. This is essential because employee data in PIMS are already linked or will be linked to various service benefits like promotion, MACP, pension, leave, GPF, CMHIS etc. Incomplete entry or update of employee details in PIMS may lead to delay or denial of these benefits for which the departments shall be held accountable.

3. It is advised that the PIMS Cell of the departments should work with or be within the Establishment Branch of the Offices.

4. Every entry to be made in the Service Book must also be updated in PIMS. Departments may refer to P&AR OM No.AR-3/Gen-175/2007 dated the 4<sup>th</sup> May, 2021 regarding guidelines for maintenance of Service Book. Departments may also refer P&AR OM No.PAR/PIMS-1/2015 dated the 18<sup>th</sup> September, 2025 regarding the instructions and workflows to update the permanent address and service details of employees in PIMS.

**5. Fresh registration of employees in PIMS**

- a) In accordance with the instructions issued in P&AR OM NO.PAR/PIMS-2/2015 dated the 15<sup>th</sup> September, 2025 whereby vacant sanctioned posts are verified before they are requisitioned for recruitment, PIMS Cell, P&AR shall not accept any application for registration without the prior verification and clearance of P&AR. The PIMS Clearance (PC) no. and date should be invariably mentioned in the submission.
- b) The application for registration of newly appointed employees must be submitted to P&AR Department within 2 (two) weeks of issue of the Appointment Order.
- c) The application for registration must be submitted in the revised prescribed format (**Annexure A**). All 31 (Thirty One) fields must be duly filled correctly.
- d) The following documents must be submitted along with the format:
  - i) Appointment Order in the prescribed format as notified by the Government from time to time.
  - ii) Recommendation of NPSC/NSSB/DRB/DLRB
  - iii) Approval of Administrative Head of Department
  - iv) Advertisement (not required if recruitment made through NPSC and NSSB)
  - v) Aadhaar
  - vi) P&AR (PIMS Cell) clearance for verification of sanctioned vacancy
  - vii) P&AR (OM Branch) clearance and Finance Department's concurrence for recruitment to posts outside NPSC and NSSB



- viii) P&AR (OM Branch) clearance for compassionate appointments
- ix) Land Revenue Department clearance and DC certification for appointments made against land donated to the Government
- x) Disability Certificate or UDID Card/Certificate as mandated by the Government for appointments made against reservation for persons with benchmark disabilities.
- e) Registration in PIMS is done on the basis of the following OMs:
  - i) P&AR OM No.AR-5/ASSO/98 dated 6<sup>th</sup> June, 2016 regarding **ban on contract appointment.**
  - ii) P&AR OM No.AR-3/ASSO/98 (Pt) dated 16<sup>th</sup> July, 2018 regarding **ban on appointment without sanctioned post.**
  - iii) P&AR OM No.AR-3/GEN-174(Pt) dated 27<sup>th</sup> September, 2019 regarding **procedure for appointments to every category of post by any department.**
  - iv) P&AR OM No.AR-8/8/78 dated the 17<sup>th</sup> September, 2015 regarding **guidelines for compassionate appointment.**
  - v) Land Revenue Department OM NO.LR/LAND-PLCY/5-26/2011 dated the 16<sup>th</sup> August, 2018 regarding **the procedures for appointment against land donated to the Government.**
  - vi) P&AR OM No.AR-5/ASSO/98 (VOL-I) dated the 26<sup>th</sup> September, 2022 regarding **requirement of prior clearance of P&AR and Finance Departments for recruitment to posts (other than Group-D) outside the purview of NPSC and NSSB.**
  - vii) P&AR OM NO.PAR/PIMS-2/2015 dated the 15<sup>th</sup> September, 2025 regarding **prior verification of vacant sanctioned posts by PIMS Cell, P&AR before requisitioning them to NPSC/NPSC/NSSB/DRB/DLRB.**
- f) Departments are to ensure that the employee details on the PIMS portal are correctly entered since P&AR has received applications for rectification immediately after registration. P&AR shall reserve the right not to accept applications due to such clerical errors for up to a year from the date of registration.

## 6. Update of regularisation of employees in PIMS

- a) The application for update of regularisation of service of employees in PIMS must be submitted in the prescribed format (**Annexure B**).
- b) For regularisation against supernumerary post on completion of 30 years of service, the following documents must be submitted along with the format:
  - i) Regularisation Order in the prescribed format as notified by the Government from time to time
  - ii) Initial Appointment Order on non-regular capacity
  - iii) Aadhaar
  - iv) MRC recommendation/clearance
  - v) Cabinet approval
- c) For regularisation against 50% of vacancies, the following documents must be submitted along with the format:
  - i) Regularisation Order in the prescribed format as notified by the Government from time to time.
  - ii) Initial Appointment Order on non-regular capacity
  - iii) Aadhaar
  - iv) P&AR (PIMS Cell) clearance for verification of sanctioned vacancy
  - v) P&AR (OM Branch) clearance for regularisation.



7. **Rectification of employee details in PIMS**

- a) Employee details such as name, date of birth, date of joining, gender and father's name are to be done by P&AR and not by the respective departments.
- b) The application for correction of these details must be submitted in the prescribed format **(Annexure C)** along with the following supporting documents:
  - i) Name: **(i)** Appointment Order, **(ii)** Service Book front page where name is recorded and **(iii)** Aadhaar.
  - ii) Date of Birth: **(i)** HSLC admit card/equivalent school document/if not passed class X, then any school document/verifiable official document issued before appointment, **(ii)** Appointment Order, **(iii)** Service Book front page and **(iv)** Aadhaar.
  - iii) Date of Joining: **(i)** Appointment Order, **(ii)** Service Book front page & relevant page where date of joining is recorded and **(iii)** Aadhaar
  - iv) Gender: **(i)** Appointment Order, **(ii)** Service Book front page and **(iii)** Aadhaar
  - v) Father's name: **(i)** Appointment Order, **(ii)** Service Book page where father's name is recorded, **(iii)** School document indicating father's name and **(iv)** Aadhaar
- c) For legal change of name, the application must be submitted in the prescribed format **(Annexure C)** along with **(i)** P&AR clearance as per P&AR OM No.AR-3/Gen-388/2021 dated the 3<sup>rd</sup> August, 2023 and Corrigendum of even no. dated the 29<sup>th</sup> September, 2023, **(ii)** Department Notification/Order notifying the change of name, **(iii)** Service book front page and relevant page entry recording the name change and **(iv)** Aadhaar.

8. Departments are to note that only the listed documents should be submitted and avoid bulky submissions to facilitate proper verification by P&AR and prevent unnecessary wastage of paper. Additional documents, if any, should be submitted only if sought by P&AR on particular cases.

9. Heads of Departments are to thoroughly verify the applications before submitting to P&AR Department through the respective Administrative Heads of Departments.

10. The OMs referred can be found on P&AR Department's website <https://dpar.nagaland.gov.in>

This revised procedure shall come into effect from **1<sup>st</sup> April, 2026**.

Sd/- **SENTIYANGER IMCHEN, IAS**  
Chief Secretary to the Govt. of Nagaland  
Dated Kohima, the 25<sup>th</sup> March, 2026

**NO.PAR/PIMS-2/2015/**

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Lok Bhavan, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The Joint Secretary to the Chief Secretary, Nagaland, Kohima.
4. The Principal Accountant General, Nagaland, Kohima
5. All Administrative Heads of Departments, Nagaland, Kohima.
6. All Heads of Departments, Nagaland, Kohima.
7. The Secretary, Nagaland Legislative Assembly, Kohima.
8. The Secretary, NPSC/Nagaland Lokayukta/Nagaland Information Commission/NSSB.
9. All Deputy Commissioners, Nagaland.
10. All Nagaland Houses.
11. The Director, IT&C with a request to upload the OM on P&AR Department's website.
12. Office copy.

  
25/3/2026  
**(RENBONI MOZHUI) NCS**  
Secretary to the Govt. of Nagaland

## Revised Format for New Registration of Employees in PIMS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Vacancy details: 1) Post creation order & date, or 2) Retired employee details i) PIMS code ii) Name iii) Designation iv) Date of retirement	PIMS Clearance (PC no. & date)	P&AR UO clearance and Finance RFC concurrence no. & date (where applicable)	Aadhaar Number	Previous PIMS No. (if applicable)	Date of joining of previous service	Title (Shr/Smt/Dr/Er)	Gender (M/F)	First Name	Middle Name	Last Name	Date of Birth (dd-mm-yyyy)	Date of appointment (dd-mm-yyyy)	Date of joining (dd-mm-yyyy)	Father's name	Department
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Office level (Sect/Dte/District/Sub-Division)	Full Office address	District where posted	7th ROP/ 7th ROP Commission/ UGC 7th ROP/Army ROP (RSB)/ ROP SNJPC/ WC Revised ROP 2015/ Other	Designation	Grade	Cadre	Sub-Cadre	Service Category (Regular/engagement/cotermimus/tenure/honorary/OMS)	Community [ST of Nagaland/ ST of other states/ General/ SC/OBC/ Other (specify)]	Tribes/ Caste/ Other (specify)	Mode of recruitment [UPSC/NPSC/NSSB/DRB/DLRB/Compassionate/CSS/Other (specify)]	Reservation [BT/PWD/Sports/Other (specify)]	Native District	Native Village	

**Format for Update of Regularisation of Service of Employees in PIMS**

Details of Regularised Employee									
1	2	3	4	5	6	7	8	9	10
Sl. No.	PIMS Code	Name	Designation	Pay Level	Date of First Appointment	DLVC District & Sl. No.	Date of Regularisation	Regularisation Order No.	Category of Regularisation: a. Completion of 30 years of service, or b. 50% of vacancies

Details if regularised against 50% of vacancies										
Details of released/retired employee against whose vacancy the regularisation is made					Details if regularised against post creation					
11	12	13	14	15	16	17	18	19	20	21
PIMS Code	P&AR Clearance No. & Date	Name	Designation at appointment	Designation at retirement	Pay Level	Date of Release	Release Order No.	If Regularised, Regularisation Order No. and Date	Post Creation Order	Post creation date

Details if regularised against supernumerary post (completion of 30 years of service)			
11	12	13	14
Cabinet Approval No.	Date of Cabinet Approval	MRC Clearance No.	Date of MRC

**Revised Format for Rectification of Employee Details in PIMS**

<b>Sl. No.</b>	<b>Name &amp; PIMS Code</b>	<b>Aadhaar</b>	<b>Service Category</b> (Regular/Engagement/ Tenure/Coterminus/ Honarium/Contract/Adhoc/ Fixed/Contingency/ Workcharged/Casual)	<b>Detail(s) to be corrected</b> (Name/DoB/DoJ/ Father's name/ Gender)	<b>PIMS entry</b>	<b>Correction to be made</b>	<b>Documents enclosed</b>