

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

**ADDENDUM**

No.AR-3/GEN-/118/2004

Dated : Kohima, the 23<sup>rd</sup> March, 2026

Sub: **Procedure/guidelines to be observed by the Departmental Promotion Committee for Non-Gazetted Posts in the Department.**

In continuation to this Department's Office Memorandum No. AR-1/8/88, Dt. 13/08/2018 the following conditions are added under the guidelines for DPC as under;

1. Insertion of Rule-9 in the Annexure

“ a) A PIMS generated Curriculum Vitae (CV) of service details shall be submitted to the Departmental Promotion Committee (DPC) for consideration for promotion for non-gazetted post, in addition to the other prescribed document.

b) The Committee shall not take up cases where the PIMS CV is not submitted.

c. The Department shall ensure that the service details of the concerned employees as recorded in the Service Book are reflected in the PIMS generated CV. Case where the details are not updated shall not be approved by the Committee”.

2. The CV of the service details of the employees from PIMS may be generated following the workflow given below:

- 1) Log in to the portal: <http://www.pimsnagaland.in>
- 2) Log in using the Cadre Admin / Department Admin User ID and Password.
- 3) Navigate to Menu → Transaction → Download and click.
- 4) Enter the Employee Code and click Search.
- 5) Click the Download icon to download the CV of service details.

This addendum to the DPC OM shall come into force with effect from 1<sup>st</sup> April, 2026

**Sd/- MOHAMMED ALI SHIHAB A, IAS**  
Commissioner & Secretary to the Govt. of Nagaland  
Dated : Kohima, the 23<sup>rd</sup> March, 2026

No.AR-3/GEN-/118/2004

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2. The Commissioner & Secretary to Chief Minister, Nagaland, Kohima.
3. The S.P.S to Deputy Chief Minister, Nagaland, Kohima.
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5. The P.S to all Ministers/Advisors, Nagaland, Kohima.
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**(WEKU ZHIEMI) NCS**

Under Secretary to the Govt. of Nagaland