

GOVERNMENT OF NAGALAND
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT
(PERSONAL INFORMATION MANAGEMENT SYSTEM CELL)
NAGALAND : KOHIMA
Email: pisnagaland@gmail.com

NO.PAR/PIMS-2/2015

Dated: Kohima, the 13th July, 2026

OFFICE MEMORANDUM

SUB: FORMAT FOR FORWARDING LETTER FOR NEW REGISTRATION IN PIMS

In pursuance to clause 5(b) of this department OM of even no. dated the 25th March, 2026 where departments were directed to submit the application for registration of newly appointed employees to P&AR department within 2 (two) weeks of issue of the appointment order and to ensure a more efficient registration process, all departments are hereby requested to submit their forwarding letter for registration in PIMS using the enclosed format which will allow key information to be viewed at a single glance. All departments are directed to follow the template to ensure timely registration of newly appointed Government employees.

The format is given in Annexure-I.

Sd/- SENTIYANGER IMCHEN, IAS
Chief Secretary to the Govt. of Nagaland

NO.PAR/PIMS-2/2015

Dated : Kohima, the 13th July, 2026

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Commissioner & 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 Departments, Nagaland.
9. The Secretary, NPSC/Nagaland Lokayukta/Nagaland Information Commission/NSSB.
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 official gazette.
12. All Nagaland Houses.
13. Office copy.


(LIVITOLI SUKHALU) NCS

Deputy Secretary to the Govt. of Nagaland

ANNEXURE-I

**GOVERNMENT OF NAGALAND
NAME OF DEPARTMENT
NAGALAND: KOHIMA**

File No. _____

Kohima/Dimapur, Dated: _____

To,

Sub: **Registration in PIMS-reg.**

Sir/Madam,

With reference to the subject cited above, I am directed to submit herewith the details/documents of the following employees under our department for fresh registration in PIMS as per the prescribed format:

Sl. No.	Subject	Details
1.	Name	Eg: Shri. A, Smti. B, Shri. C, etc
2.	Designation	Eg: 5 LDAs, 2 MTS, etc
3.	Date of AHOD approval	Eg: 5 LDAs: dd-mm-yyyy 2 MTS: dd-mm-yyyy
4.	Date of Appointment Order	Eg: 5 LDAs: dd-mm-yyyy 2 MTS: dd-mm-yyyy
6.	Date of Submission to P&AR Department	

This is for your kind information and necessary action please.

Yours faithfully,

Signature _____

Name _____

Designation _____