

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

No.AR/TRG-8/7/2026

Dated: Kohima, the 10th July, 2026

OFFICE MEMORANDUM

Sub: Mandatory Foundation Training for all Directorate Ministerial Staff Services.

1. In pursuance to Rule 8 of NAGALAND DIRECTORATE MINISTERIAL SERVICE (FIRST AMENDMENT) RULES, 2025, which stipulates that:
 - a) *All Ministerial Staff shall attend refreshers course periodically.*
 - b) *All Ministerial Staff on appointment to the Service or deemed to have been in the service before the commencement of these Rules, shall undergo Foundation Course in the Administrative Training (ATI) as prescribed by the Government from time to time*
 - c) *Unless the members of the service pass/complete such courses he/she shall not be considered for promotion to the next higher grade,*
2. Accordingly, it is hereby directed that all Directorate Ministerial Staff who, on appointment to the Service or deemed to have been in the Service before the commencement of the Rules, have not undergone the Foundation Course shall mandatorily undergo the Foundation Course training at the Administrative Training Institute (ATI), Nagaland.
3. Thereafter, newly appointed Directorate Ministerial employees shall undergo the Foundation Course and attend refresher courses as may be prescribed by the Government from time to time.
4. The Administrative Training Institute (ATI) shall schedule the training programmes and communicate the training calendar to the concerned Departments for submission of nominations.
5. The modalities of the Foundation Course shall be as follows:
 - a) The training programme shall be of one month's duration, comprising three weeks of classroom instruction followed by one week of examination.
 - b) Trainees shall be required to appear for and successfully qualify the prescribed examination, failing which they shall not be eligible for consideration for promotion to the next higher grade.
 - c) Trainees who fail to qualify shall be allowed a maximum of three (3) attempts to pass the examination in subsequent training batches.
 - d) The Administrative Training Institute (ATI) shall determine the course curriculum, subjects, and the mechanism of assessment.
 - e) There shall be no provision for re-evaluation of answer scripts.
6. A Certificate of Successful Completion shall be awarded to trainees who successfully complete the Foundation Course and qualify the prescribed examination.
7. Therefore, all Departments are directed to take necessary action to facilitate the Foundation Training of their respective Ministerial staff, with priority accorded to those in the promotion zone and to comply with the training requirements prescribed under the Directorate Ministerial Service (First Amendment) Rules, 2025.

Sd/-MOHAMMED ALI SHIHAB A, IAS

Commissioner & Secretary to the Govt of Nagaland.

Dated, Kohima, the 10th July, 2026

No.AR/TRG-8/7/2026/105

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 Chief Secretary, Nagaland, Kohima.
4. The Director General, Administrative Training Institute, Nagaland, Kohima.
5. All Administrative Heads of Departments, Nagaland, Kohima.
6. All Heads of Departments, Nagaland.
7. The Director, IT&C to upload the OM on P&AR's website.
8. The Director, Printing & Stationery for publication of the OM in the official Gazette.
9. Office Copy.

(LIMAKUMLA PONGENER) NCS

Under Secretary to the Government of Nagaland