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

Dated: Kohima, the 24th June, 2025

CIRCULAR

No.PAR/PIMS-2/2015: With the objective of categorizing various services under the Government of Nagaland into distinct groups within the PIMS database, all *non-regular* employees will be assigned a prefix to their PIMS code to indicate the category of their appointment. This measure aims to assist Departments in the following ways:

1. Ready data on the number of regular employees holding a sanctioned post and employees in other categories of appointment.
2. Facilitate easier verification and allotment of codes for the appointment of new employees.
3. Ensure that employees under Central/State Sponsored Schemes have the scheme indicated in their sub-cadre, allowing easy access to data on the number of employees under each scheme in every Department.
4. Update of PIMS code of non-regular employees who are regularized against sanctioned posts to a non-prefixed code upon confirmation of their regularization.

The identified categories and corresponding prefixes are as follows:

Sl. No.	Category of Service/Nature of Appointment	Prefix
1	Work Charged Employees	WC
2	Central/State Sponsored Scheme Employees	SE
3	Engagement	E
4	Tenured posts	TN
5	Re-employed/Re-appointed	R
6	Casual/Contingency/Fixed paid/Wages	C
7	Operations & Maintenance Staff	OMS
8	Contract	CN
9	Ad hoc	AD
10	Honorarium	H
11	Coterminous	CO
12	Posts to be wasted out	W
13	Posts that are Supernumerary	SP
14	Corporation/Board Employees	CB
15	Legal Consultant	LC
16	Temporary Ordinary Grade Warder	TOG

Departments may be informed that the category will be unilaterally updated on a case-to-case basis when a request for correction is submitted. Further, departments may also forward such categories of employees for their PIMS numbers to be updated.

Sd/- Dr. J. ALAM, IAS

Chief Secretary to the Govt. of Nagaland

Dated: Kohima, the 24th June, 2025

No.PAR/PIMS-2/2015 /965

Copy to:

1. The Commissioner & Secretary to the Chief Minister, Nagaland, Kohima.
2. The PPS to the Chief Secretary, Nagaland, Kohima.
3. The Additional Chief Secretary & Finance Commissioner, Nagaland, Kohima.
4. All AHODs/ HODs for information and necessary action.
5. Office Copy.

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(WEKU ZHIEMI) NCS
Under Secretary to the Govt. of Nagaland