

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

No. AR-3/GEN-399/2022

Dated: Kohima, the 29th September, 2026

OFFICE MEMORANDUM

The State Government has issued the operational guidelines on interim measures for manpower rationalisation vide P&AR OM No.AR/GEN-6/16/2026/202 dated 14th September, 2026 wherein the condition has been laid down that no proposal for filling vacant posts or fresh recruitment/engagement shall be processed by any Administrative Department without prior examination by the Manpower Rationalisation Committee (MRC) which would then be examined by the State Level Committee on Expenditure Rationalisation and Revenue Mobilisation (SLC-ERRM) and thereafter the Cabinet for final decision.

Since the existing formats of the MRC do not cater to this purpose of proposal for fresh recruitments, and it is imperative that all Departments submit their proposals to the MRC in a uniform and informative manner, a format is prescribed herewith in Annexure A.

Departments are therefore, directed to accordingly submit their recruitment proposals in the prescribed format.

This instruction shall remain valid for the **period that the interim measures for manpower rationalisation remain in force** or until further orders of the Government.

Sd/- SENTIYANGER IMCHEN, IAS
Chief Secretary to the Govt. of Nagaland
Dated: Kohima, the 29th September, 2026

No. AR-3/GEN-399/2022/230

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 Sr. PS to Deputy Chief Ministers, Nagaland, Kohima.
4. The Sr. PS to Speaker /Deputy Speaker, Nagaland, Kohima.
5. The Sr. PS to Ministers/Advisors, Nagaland, Kohima.
6. The Joint Secretary to Chief Secretary, Nagaland, Kohima.
7. The Additional Chief Secretary and Director General, ATI, Nagaland, Kohima.
8. All Administrative Heads of Departments, Nagaland, Kohima.
9. All Heads of Departments, Nagaland, Kohima/Dimapur.
10. The Secretary, NPSC/Nagaland Lokayukta/Nagaland Information Commission/NSSB.
11. The Director, Printing & Stationery, Nagaland, Kohima for publication of the OM in the Official Gazette.
12. The Director, IT&C, Nagaland, Kohima for uploading the OM on P&AR's website.
13. Office copy.


(YONGCHINGKUMLA) NCS
Secretary to the Govt. of Nagaland

Government of Nagaland
Personnel and Administrative Reforms Department

Proposal to the MRC for fresh recruitment (to be submitted separately for each category of post)		
1	Name of the Department	
2	Details of post for recruitment: a) Name b) Pay level (if other, specify) c) Number proposed for recruitment d) Sanctioned strength of the post e) Number of posts currently filled	
3	Name of Recruiting Agency: a) NPSC b) NSSB c) DRB d) DLRB e) Any other (specify)	
4	Mode of recruitment: a) Direct regular recruitment b) Engagement c) Co-Terminus d) Tenure e) Honorarium f) OMS g) Any other (specify)	
5	Hierarchy	
	a) Immediate higher post in the cadre (name, sanctioned strength and existing manpower)	
	b) Immediate lower post in the cadre, if available (name, sanctioned strength and existing manpower)	
6	Justification for the recruitment: a) Functional justification, including but not limited to why the existing manpower cannot take on the responsibilities; b) Office/establishment where the post is required; c) Scientific/technical or administrative nature of each post; d) Duties and responsibilities attached against the post.	To be submitted in a self-contained note attached to the format.
7	Financial implication	

**Counter Signature of
 Administrative Head
 with name and seal**

**Signature of the
 Head of the Department
 with name and seal**