

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

**OFFICE MEMORANDUM**

**No. AR-3/GEN-67/2001**

**Dated: Kohima, the 28<sup>th</sup> Aug, 2024.**

**Sub: - Revised Procedure for Regularisation of Work-Charged and Casual Employees.**

It is observed that many Departments are not complying to utilize the 50% quota (67% from 01/01/2015 to 30/12/2019) against the normal vacancies for absorption of service of work-charged and casual employees into regular Government service under the Scheme specified vide O.M No. AR-3/GEN-201/2009, dated 17<sup>th</sup> March, 2015. In spite of the instructions reiterated vide P&AR Department O.M No. AR-3/GEN-201/2009, dated 31<sup>st</sup> Aug, 2017, the failure to comply has resulted in numerous cases being sent to Manpower Rationalization Committee (MRC) for creation of supernumerary post causing high pension burden to the State and also escalated court cases in numerous Departments.

2. Further, instances are reported that some Departments have violated the seniority list by depriving the senior most employees during absorption into regular service, which has invited litigation against the Government due to procedural lapses in their disposal. Instances are also reported that some Departments had regularized their employees against the vacancy of non-existent supernumerary posts. The appointment and discharge of work-charged and casual employees are delegated to the Appointing Authority, the Head of Department (HoD) in case of Group-C&D posts as per Section 5, 7, 8 & 9 of Chapter-III and Section 14 & 16 of Chapter-IV of the Nagaland Work-charge and Casual Employees Regulation Act, 2001.

3. Henceforth, in pursuance to Section 20 of the Nagaland Work-charge and Casual Employees Regulation Act, 2001, all the Departments are directed to comply with the revised procedure as stipulated below:

- (a) 50% of all regular normal vacancies in relevant posts are to be utilized for absorption of work-charged and casual employees into regular Government service for those employees who are duly verified and found genuine by the DLVC according to seniority. Departments having Work-charged & Casual employees will maintain a common seniority for the 50% regular vacancies for regularization of the Work-charged and Casual employees as per seniority in the corresponding posts. The inter-se-seniority shall be determined as per the date of entry in service/appointment.
- (b) All Work-charged and Casual/Contingency employees duly verified by the District Level Verification Committee (DLVC) constituted by the Cabinet during 2014-16 with the cut-off date of March, 2015 are eligible for regularization under the Scheme for regularization and absorption of Work-Charged and Casual employees.
- (c) The PIMS Cell under the P&AR Department shall block all 50% regular vacancies in departments having Work-charged & Casual employees. For Supernumerary posts a separate PIMS code will be maintained to ensure appointments are not made against these on retirement/resignation/death of the incumbents.
- (d) Departments shall maintain a roster for regularization of Work-charged & Casual employees against the 50% regular vacancies. The reserved vacancies will not be reckoned year-wise but shall be carried over to the succeeding years till the Work-charged and Casual employees are phased out.
- (e) Prior clearance of P&AR Department is to be obtained before issuing the regularization order of all Work-Charged and Casual employees for authentication of the proposed 50% regular normal vacancy of posts, seniority list of the employees and verification report of the DLVC.

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28/08/24

4. Similarly, proposal for regularization against employees who have completed 30 years of service with scale of pay and found genuine by the DLVC by creation of supernumerary post should indicate the number of vacancies utilized for absorption of work-charged and casual employees into regular Government service by the department within the 50% normal vacancy during their submission to P&AR Department for clearance in the prescribed format (Annexure-A).

5. The regularization order of all Work-Charged and Casual employees shall be issued as per the format notified vide P&AR O.M No. AR-3/GEN-201/09 (VOL-I) Dated 16.12.2022 indicating the U.O. No and Date of clearance from P&AR Department.

**Sd/- DR. J. ALAM, IAS**

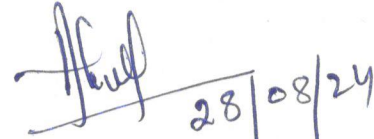
Chief Secretary to the Govt. of Nagaland.

**Dated: Kohima, the 28<sup>th</sup> Aug, 2024.**

**No. AR-3/GEN 67/2001**

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The PPS to the Chief Secretary, Nagaland, Kohima.
4. All AHODs/HODs for necessary compliance.
5. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
6. The Secretary, NPSC/Nagaland Lokayukta/Nagaland Information Commission.
7. The Publisher, Nagaland Gazette for publication.
8. The Director, IT Department, Nagaland, Kohima for uploading in the State portal.
9. Office copy.



**(AKUNU S. MEYASE)**

Secretary to the Govt. of Nagaland.



# ANNEXURE-A

Format for submission of list of Work charged and Casual Employees utilised for absorption into regular service against 50% quota normal vacancy of sanction post

Sl. No.	Total number of vacancy which occurred in the Department w.e.f 17 <sup>th</sup> March, 2015	Total number of Employees regularised on seniority-cum-merit basis through the 67% / 50% quota as specified in the Scheme for regularisation of Work-charged and Casual Employees	Total number of anticipated vacancy in the current year	Number of vacancies to be utilised for absorption into regular service against 50% quota normal vacancy on seniority-cum-merit basis as specified in the Scheme.	Reduced number of work-charged/casual employees due to regularisation
	1	2	3	4	5
1.					
2.					
3.					
4.					
5.					
6.					
7.					

  
28/08/21

Signature and name of the Head of Department