

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

Dated: Kohima, the 2nd May, 2025

NOTIFICATION

Sub: POLICY FOR ENGAGEMENT OF SHORT TERM WORKERS

No.AR/LEGAL-5/8/2024: In pursuance to the Cabinet decision (Agenda No.14) vide No.CAB. 1/14/2023 dated 25th February, 2025, the Government of Nagaland is pleased to notify the following terms and conditions for engaging Short Term Workers (STW) in Departments. Hereafter, no Department shall be allowed to make appointments except regular appointments against sanctioned post following due procedure as prescribed by the Government from time to time.

1. Engagement Period:

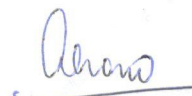
- (a) Short Term Workers shall be those engaged for work in a Department on a yearly or seasonal basis against a specific project or on a contingency basis for urgent requirements. Renewal of the engagement may be considered based on performance and project/Departmental requirements. Engagement orders shall be issued for a financial year i.e. the appointment shall not extend beyond 31st March of the year.
- (b) Any replacement of such engaged Short Term Workers shall be for the remaining period of the financial year only. All engagements shall automatically end on the last day of March every year.
- (c) Such engaged Short Term Workers shall not be transferable from one district or establishment to another during the period of their engagement.

2. Engagement authority

- (a) The Head of the Department shall be authorized to issue the engagement order based on the proposal sent by the heads of the district office under their establishment and duly approved by Government.
- (b) The engagement orders shall be issued after the approval of the Administrative Head of the Department who shall ensure that the number of STW to be engaged as approved by P&AR and Finance Departments, is not exceeded and other conditions set in this notification are maintained.
- (c) The engagement orders shall be issued strictly as per the format at Annexure I.

3. Approved engagement and PIMS

- (a) Short Term Workers under this policy shall be engaged only with the prior approval of P&AR and Finance Departments. They shall be engaged for a specific task and period only. The justification for the engagement of STW must meet the principle of urgency and lack of existing employees in the Department to execute the tasks.
- (b) P&AR shall examine the functional justification for the engagements and whether the existing available human resources in the Department can execute the tasks specified. The Department shall examine if the number of existing Work Charged and Casual Employees has been reduced since



2015 and ensure that the total number of approved numbers of STW in the Department does not exceed the erstwhile limits placed by the Work Charged and Casual Employees Commission.

- i. Provided that Departments that had not been provided any Work Charged or Casual employees under the Nagaland Work-Charged and Casual Employees Regulation Act, 2001 may seek the approval of the Manpower Rationalization Committee for engagements under this policy.
 - ii. Provided further, that for Professional/Technical STW, the Department must justify why the task cannot be executed by the existing employees and that there are no existing employees with the requisite qualification for the task in the Department.
- (c) Finance Department shall examine the financial requirements and also approve the remuneration for the engagements for the approved period, to ensure that there are no delays in the payment of their wages once engaged.
- (d) Both P&AR & Finance departments shall indicate the total gross number of STW with categories approved for a Department for engagement under this Policy in each UO clearance issued when reviewing or granting approval for additional workers.
- (e) On receipt of P&AR and Finance Department clearances for the engagement of STW, the AHOD shall convey the approved numbers along with copy of the clearances to PIMS Cell P&AR for preauthorization in PIMS.
- (f) The Department shall be allowed to engage such Workers only as per the policy laid herein. The Department shall register the engaged STW in PIMS with their name, father's name, tribe, Aadhaar number, date of birth, date of engagement, bank account details and establishment against which they are engaged.
- (g) Short Term Workers engaged under this policy shall be classified as Group E in PIMS.
- (h) These STW shall not require the approval of P&AR for registration in PIMS and they shall be given a default PIMS number which shall be frozen in the system against the sanctioned numbers for each Department. The Department shall not be able to enter more than the approved number of such STW in the PIMS system.
- (i) The engagement of STW shall end on the last day of March of each year. These engaged STW shall be automatically removed from the PIMS system at the end of the financial year, i.e. the last day of March every year.
- (j) The number of STW to be engaged shall be reviewed every 5 (five) years by the Manpower Rationalization Committee.

4. Nature of Work:

- (a) Engaged STW may be involved in various activities. The nature of work may vary based on seasonal demands, specific project or urgent requirements.
- (b) Under no circumstance shall any point of equivalence be maintained between engaged STW and regular employees appointed against sanctioned posts.
- (c) Such STW may be engaged in the following sectors:
 - i. Multi Task Sectors
 - ii. General Sector (Janitorial/Maintenance/Conveyance/Service/Watch and Ward)
 - iii. Specialized/Technical Sectors.



5. Eligibility:

Short Term Workers engaged by the Departments must fulfill the following eligibility criteria:

- If they are engaged against a district level establishment, they must be an Indigenous Inhabitant and Resident of the district in which they are appointed. *Resident shall be defined as living in the district for more than 10 months in a year for the past 10 years, having done their primary, middle and high school in the district to which they are claiming residency*
- If they are engaged against a State level establishment, they must be an Indigenous Inhabitant of Nagaland and the reservation policy shall be followed, provided that 50% shall be kept open for non-Indigenous persons in State establishments located outside the state.
- Should be physically fit and capable of performing the assigned tasks, provided that the reservations under the Right of persons with Benchmark Disabilities Act, 2016 shall apply.
- The minimum qualifications for each of the categories shall be as follows:

Srl. no	Category	Minimum qualification
1	I Multi Task STW	Class 8
2	II General STW	Class 10
3	III Professional/Technical STW	Graduate in the requisite technical field from an AICTE/UGC recognized institute/University with additional PG/Certification in the specific field for which the worker is required.

- The age of eligibility for each category shall be as follows

Srl. no	Category	Minimum age	Maximum age
1	I Multi Task STW	21	50
2	II General STW	21	50
3	III Professional/Technical STW	25	55

- Preference may be given to individuals with prior experience in the sector for which they are being engaged.


6. Remuneration:

The remuneration for engaged Short Term Workers will be fixed at the minimum wages rates as notified by the Government from time to time and shall be distributed through the ePay bill application as delineated in 3 above.

Srl. no	Category	Sectors	Remuneration p.m.
1	I Multi Task STW	Farms, Fields, Poultry, Nursery etc	Unskilled
2	II General STW	Janitorial/Maintenance/Conveyance/Service/ Watch and ward Sectors	Semi Skilled
3	III Professional/Technical STW	Sectors that require specialised degrees and certified skills.	Highly Skilled

7. Terms of engagement

- Short Term Workers shall be required to work for a minimum of 45 hours in a week.
- The Departmental STW engaged under these provisions shall not be eligible for pension as they are not occupying a sanctioned post.
- The period of engagement shall not be counted as service under the Government for length of service under the Nagaland Retirement from Public Employment (Second Amendment) Act, 2009.



- d) The Departmental STW engaged under these provisions shall not be eligible to claim age relaxation employment in the Government sector.
- e) The Departmental STW engaged under these provisions shall not be eligible for regularization against vacant posts arising in the department nor against supernumerary posts.

8. Absence and pay

- (a) STW shall be granted one day paid weekly off after 6 days of continuous work (for Sunday) Provided that non-working Saturdays shall be counted as an additional paid day off.
- (b) The payment to the STW may be restricted only to the days on which they actually perform duty under the Government with a paid weekly off as mentioned above. In addition, they will also be paid for a National Holiday, if it falls on a working day for the STW. Except on weekly off and National Holidays, no payment is admissible when duty is not performed.

9. Safety and Health Measures:

- (a) The engaging Department shall ensure that adequate safety measures, including the provision of necessary protective equipment, are provided. Any injuries sustained during work hours must be reported immediately to the supervisor.
- (b) The engaging Departments shall ensure that all STW thus engaged are registered for CMHIS (Gen) coverage and take necessary measures to register them if they are not registered.
- (c) The engaging Departments shall ensure that STW thus engaged are registered for CMLIS coverage and take necessary measures to register them if they are not registered.

10. Code of Conduct:

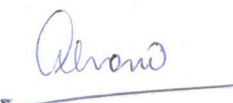
- (a) STW are expected to adhere to a code of conduct that includes punctuality, integrity, cordiality respect for fellow STW, adherence to instructions from supervisory staff, and responsible use of Government resources. Non adherence to these broad guidelines or any specific instructions issued by the engaging Department shall be grounds for immediate termination and replacement for the remaining period of the engagement period.
- (b) The controlling officers shall ensure that no sensitive or financial matters are handled by such short-term workers. The controlling officer shall be held responsible under the Discipline and Appeal Rules for relegation of duty, if any of the Short Term Workers thus engaged under their supervision are found to have misused their position or Government resources.
- (c) Provided further that any Short Term Worker thus engaged by the government, if found to have committed a criminal act or been in violation of any law may be immediately terminated.

11. Grievance Redressal:

A grievance redressal mechanism must be set up in each engaging Department to address any concerns or issues raised by engaged short-term workers. Grievances should be communicated to the designated supervisor and forwarded to the head of the Department in the respective district for timely resolution.

12. Termination of Engagement:

- (a) The engagement of STW may be terminated with a written notice of 1 (one week) for reasons including but not limited to unsatisfactory performance, misconduct, criminal action or violation of the terms and conditions outlined in this Notification. The Head of the Department shall be



authorized to issue termination order with the written recommendation of the head of the district office and the prior approval of the AHOD. Provided that those thus terminated shall be barred from re-engagement by any Department under the Government. The Department shall mandatorily record the reason for termination in PIMS.

Provided further that those STW found to have committed a criminal Act or violated a law shall be terminated without notice.

(b) The termination orders shall be issued strictly as per the format at Annexure II.

13. Death and Discharge:

(a) In the event of death or discharge from engagement within the engagement period due to completion of the project or administrative exigencies, lump sum payment at the rate of one month remuneration shall be permissible in lieu of a notice period. The emoluments for this purpose shall be restricted to the existing remuneration drawn by the worker at the time of death or discharge from engagement.

(b) The discharge order shall be issued strictly as per the format at Annexure III.

14. Dispute Resolution

P&AR Department shall be the final authority to settle any disputes that arise with regard to the interpretation of the above rules.

Sd/-

DR J. ALAM, IAS


Chief Secretary to the Govt of Nagaland

Dated: Kohima, the 2nd May, 2025

No.AR/LEGAL-5/8/2024 / 95

Copy to:

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Commissioner & Secretary to Chief Minister, Nagaland, Kohima.
3. The S.P.S to the Deputy Chief Ministers, Nagaland, Kohima.
4. The P.S to Speaker, Nagaland Legislative Assembly, Kohima.
5. The P.S to all Ministers/Advisors, Nagaland, Kohima.
6. The P.P.S to Chief Secretary, Nagaland, Kohima.
7. All Administrative Heads of Departments, Nagaland, Kohima.
8. All Heads of Departments, Nagaland.
9. The Director, IT & C with request to upload in P & AR Department's website.
10. The Publisher, Nagaland Gazette for publication in the official Gazette.
11. Office copy.


02/5/2025
(RENBONI MOZHUI) NCS
Secretary to the Govt. of Nagaland

Format for LETTER OF ENGAGEMENT

Dated/....../.....

File number: Consequent of the approval of Government vide letter no dated
..... Shri/Smti s/o/d/o
..... ofvillage and resident of
..... aged (years) is hereby engaged in the
.....Office/Establishment in district under the
Department ofas Category I/II/IIIShort Term Worker at the rate of
₹.....(Rupeesonly) /-p.m w.e.f.(dd/mm/YYYY) to the 31st
March or till termination/discharge.

2. This is issued under the approved numbers with P&AR clearance UO no dtd and Finance clearance UO no dtd
3. They are an Indigenous Inhabitant as certified vide (issue number of IIC) dated by Deputy Commissioner District. *(This shall not be required for non-indigenous persons engaged against 50% open category in establishments located outside the state)*
4. They shall not be transferred to another establishment or district during the current period of engagement.
5. They shall be engaged in any manner which the Department and supervising officer requires for the functioning of the project or contingency.
6. They shall be present and working at their assigned duty for a minimum of 45 hours in a week unless directed otherwise by the supervising authority.
7. The engagement may be terminated for reasons including but not limited to completion of the project, unsatisfactory performance, or violation of the terms and conditions outlined in this letter of engagement.

Signature,

Name & Designation of the Director (HOD)

Copy to:

1. The Secretary (AHOD) of the concerned Department
2. Treasury office of the concerned district
3. Individual copy
4. Office copy



ANNEXURE-II

Format for LETTER OF TERMINATION OF ENGAGEMENT

Dated/...../.....

File number: Consequent upon the unsatisfactory performance/violation of the terms and conditions of appointment/..... (specify if other reason) and with the approval of Government vide letter no dated the engagement of Shri/Smti..... s/o/d/o engaged vide engagement order number dated as Short Term Worker category I/II/III is hereby terminated effective immediately.

They shall be barred from re-engagement by the Government under this policy.

Signature,

Name & Designation of the Director (HOD)

Copy to:

1. The Secretary (AHOD) of the concerned Department
2. Treasury office of the concerned district
3. Individual copy
4. Office copy



Format for LETTER OF DISCHARGE FROM ENGAGEMENT

Dated/....../.....

File number: Consequent of the approval of Government vide letter no dated Shri/Smti.....s/o/d/o engaged vide engagement order number dated as Short Term Worker is hereby discharged from engagement, effective immediately.

They may claim lump sum payment of one month's remuneration.

They shall not be barred from being re-engaged by the Government under this policy.

Signature,
Name & Designation of the Director (HOD)

Copy to:

1. The Secretary (AHOD) of the concerned Department
2. Treasury office of the concerned district
3. Individual copy
4. Office copy

