

**Government of Nagaland  
Personnel and Administrative Reforms Department  
( Administrative Reforms Branch )**

No. AR-3/GEN-58/2001

Dated, Kohima, the 20<sup>th</sup> February, 2016

**OFFICE MEMORANDUM**

**Sub:- Constitution of Manpower Rationalization Committee (MRC).**

1. In order to streamline the procedures relating to upgradation posts, the State Government in the year 2001 constituted the Upgradation Committee under the Chairmanship of Chief Secretary. Further, the Committee on Upgradation of posts constituted was entrusted with the responsibilities of examining/scrutinizing the cases for creation of posts also. The Committee on Upgradation and Post Creation, has been examining proposals for upgradation and creation of posts having the clearance of the P&AR and concurrence of the Finance Departments.
2. There is a problem of bloated strength of employees in several Departments severely limiting the scope of creation of new posts. At the same time, there exists a need for creation of certain posts to enable discharge of new functions in those Departments as well as in other Departments. The present mechanism in form of Committee on Upgradation and Creation of Posts is not able to address these issues effectively. A holistic approach is required which focuses on reduction of non-essential manpower for minimizing wasteful expenditure and allowing fiscal space for creation of posts to meet the emerging needs. It is through this comprehensive approach of manpower rationalization that the staffing requirements of various Departments can be addressed meaningfully.
3. In view of the above, it has decided by the Government that the Post Creation & Upgradation Committee will be replaced by Manpower Rationalization Committee (MRC) to be headed by Chief Secretary and the Administrative Heads of Planning, Finance, P&AR, Home and Commissioner, Nagaland as members.
4. Proposals for upgradation or creation of posts will be examined by the MRC whilst looking at the existing manpower planning, re-deployment from the existing posts available, redundant posts and recommendation of the Cadre Review, if any, and thereafter make its recommendations. Proposals for upgradation and creation of posts should be continued to be submitted as per the prescribed formats which are enclosed as Annexure-1 and II along with the details of manpower rationalization exercise carried out by the Department concerned.

**Sd/- PANKAJ KUMAR**

Chief Secretary to the Govt. of Nagaland

**Annexure-I**

**Government of Nagaland  
Personnel and Administrative Reforms Department**

<b>Proposal for Upgradation of Posts</b>		
1	Name of the Department	
2	Name of the Head of the Department	
3	Name of the post for the proposed upgradation with scale of pay	
4	Existing number of posts in the same grade	
5	Reasons for Upgradation (i) Work Load. (ii) Expansion of the Department. (iii) New programmes. (iv) Upgradation of office. (v) Organisational. (vi) Any other reason.	
6	Financial implication – salary, allowances, supporting staff, vehicle, office expenses etc	
7	Whether under Plan / Non-Plan	
8	Existing function of the officer	
9	Completed year in the present grade	
10	Existing manpower under his control along with the nature of works.	

***Counter Signature of  
Administrative Head***

***Signature of the  
Head of the Department***

**Annexure-II**

**Government of Nagaland  
Personnel and Administrative Reforms Department**

<b>Proposal for Creation of Posts</b>		
1	Name of the Department	
2	Name of the Head of the Department	
3	Name of the Post to be created and the number of post with scale of pay	
4	Existing number of posts in the same grade	
5	Reasons for creation (a) Work Load. (b) Expansion of the Department. (c) New programmes. (d) Creation of office. (e) Organisational. (f) Any other reason.	
6	Financial implication – salary, allowances, supporting staff, vehicle, office expenses etc	
7	Whether under Plan / Non-Plan	
8	If Plan, whether CSS, State Plan, Central Sector, Any other	
9	Number of year Plan fund available before conversion into Non-Plan	
10	Availability of fund Plan / Non-Plan for salary and other expenses	

***Counter Signature of  
Administrative Head***

***Signature of the  
Head of the Department***