

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

No. AR-3/GEN-331/16 (Vol - I)

Dated, Kohima, the 9th July 2019

OFFICE MEMORANDUM

Subject : Constitution of Manpower Rationalization Committee (MRC)

1. The State Government had constituted the Manpower Rationalization Committee vide this Department's Notification No. AR-3/GEN-58/2001 dated 20-02-2016, with the Chief Secretary as the Chairman and the Administrative heads of the Departments of Planning & Coordination, Finance, Personnel & Administrative Reforms, Home and the Commissioner, Nagaland as members.
2. The Manpower Rationalization Committee had been essentially set up to undertake in-depth analysis and appraisal of proposals submitted by various departments with regard to (a) creation of posts (b) up gradation of posts and (e) recommendations made by Cadre Review Committee, subsequent to detailed examination and scrutiny of the same by the Departments of P&AR and Finance.
3. The Manpower Rationalization Committee, while carrying out such an exercise in respect of a particular department had taken into consideration the following aspects prior to submission of its recommendations.
 - i. Existing manpower resources;
 - ii Feasibility of re-deployment from the resources already available;
 - iii Conversion of redundant posts.
4. Now, with the view to further facilitate the Manpower Rationalization Committee in making appropriate recommendations based on informed evaluations / assessments of facts and figures, all departments should place proposals before the Committee concerned as per the prescribed formats that had been suitably revised and attached as Annexure-I, Annexure-II and Annexure-III. According, all pending proposals are being returned so that fresh proposals as per this O.M. may be submitted.
5. A Department furthermore, should ensure that proposals for creation of posts and post-upgradations are initiated only after a comprehensive manpower-rationalization exercise of its own is conducted details of which should be presented before the P&AR Department, Finance department and the Manpower Rationalization Committee in the course of submission of such proposals.

Sd/- TEMJENTOY
Chief Secretary to the Govt. of Nagaland

Annexure-I

Government of Nagaland
Personnel and Administrative Reforms Department

Checklist/Template to be submitted for MRC memorandum with Annexures-II & III

1	Brief write-up of the activities of the Department, including the- a) Nature of Work in the Directorate and the District offices
2	Details of Employees. a) Total number of sanctioned strength, category-wise with pay levels/pay-scales; b) Actual number of employees in position; c) Details of existing vacancies along with dates of their occurrence, category-wise d) Summary-sheet of total employees, inclusive of appointees on contract, adhoc, fixed-pay, work-charged, casual, contingency, temporary, etc., category-wise e) Projection of Department's functions and activities for the next 05 10 and 15 years; f) Details of deployment of employees in various establishments within the Department in the Directorate and District offices.
3	Justifications for each category of post a) Functional Justifications; b) Scientific/Technical or Administrative nature of each post ; c) Duties and responsibilities attached against the post; d) Clarifications as to how the functions of the post were managed in the absence of its creation/ upgradation
4	Mode of recruitment a) Essential and minimum qualifications for appointment against the post; b) Details of the recruitment-rules relevant to the post; c) Mode of appointment to the post;
5	Redundant posts: a) Details of the posts which are considered to be redundant, along with pay-levels b) Details of employees in position with date of retirement from service

Counter Signature of
Administrative Head

Signature of the
Head of the Department

Government of Nagaland
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Proposal for Upgradation of Posts	
1	Name of the Department
2	Name & Designation 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 a) Workload b) Expansion of the Department c) New Programmes d) Upgradation of Office e) Organisational f) Any other reason
6	Hierarchy a) Immediate feeder post in the line of promotion b) Immediate promotion post in the hierarchy
7	Additional information a) Details of posts abolished in the last five years under various categories like a deemed abolition or any other reasons such as periodic reviews, winding up etc. b) Possibilities of re-deployment/outsourcing/hiring out of services. c) Matching savings
8	Financial Implication for the upgradation of the post including salary , allowance, supporting staff, vehicle, office expenses etc
9	Whether under Plan/Non-Plan
10	Completed year in the present Grade
11	Existing manpower under his control along with the nature of works.

**Counter Signature of
Administrative Head**

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Head of the Department**

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Personnel and Administrative Reforms Department

Proposal for Creation of Posts		
1	Name of the Department	
2	Name & Designation 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) Workload b) Expansion of the Department c) New Programmes d) Creation of Office e) Organisational f) Any other reason	
6	Hierarchy a) Immediate feeder post in the line of promotion b) Immediate promotion post in the hierarchy c) Map out career progression for created posts.	
7	Additional information a) Details of posts abolished in the last five years under various categories like a deemed abolition or any other reasons such as periodic reviews, winding up etc. b) Possibilities of re-deployment/outsourcing/hiring out of services. c) Matching savings	
8	Financial Implication for the creation of the post including salary , allowance, supporting staff, vehicle, office expenses etc	
9	Whether under Plan/Non-Plan	
10	If Plan, whether CSS, State Plan, Central Sector, Any Other	
11	Number of year Plan fund available before conversion into Non-Plan	
12	Availability of fund Plan / Non-Plan for salary and other expenses	

**Counter Signature of
Administrative Head**

**Signature of the
Head of the Department**