

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

MEMORANDUM

NO.AR-3/Gen-58/2001:

Dated, Kohima, the 3rd Feb'2001

It has been observed that large numbers of proposals for upgradation of posts at different levels are being moved by various Departments. In many cases, proper justification for the proposed upgradation is absent. The Government is of the view that any proposal for upgradation of posts should be based on well laid down principles having complete functional justification and such proposals should be moved only if it is in the interests of public service. Upgradation of posts should not be considered solely for the benefit of individuals or for giving retirement benefits to individual employees.

2. In order to streamline the procedures and to reconsider the pending proposals *denovo*, it has therefore been decided by the Government that all proposals relating to upgradation of posts, which are pending in the Cabinet Cell and in the P&AR and Finance Departments, shall be returned to the department concerned. The department concerned should re-examine the proposal carefully and strictly in accordance with the functional necessity of upgrading any post. The detailed views of the department should be recorded in each case and the matter should not be routinely forwarded without proper examination.
3. In case the department is of the considered view that the proposal is genuine and in the public interest, it shall resubmit the proposal to the P&AR/Finance departments with full justification. After the proposal is examined in the P&AR/Finance departments, it shall be placed before a Committee consisting of the following and the recommendations of this Committee shall be submitted for consideration of the Cabinet.
 1. Chief Secretary : Chairman.
 2. Addl. Chief Secretary (P&AR) : Member
 3. Principal Secretary & Finance commissioner : Member
 4. Development Commissioner, : Member
 5. Secretary of the concerned department : Member
 6. Joint Secretary (P&AR) : Member.
4. All Departments are requested to follow the above procedure with immediate effect. This procedure shall also apply to all future proposals for upgradation of posts.

Sd/- R. S. PANDEY.
Chief Secretary to Govt. of Nagaland