

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

OFFICE MEMORANDUM

NO.AR-1/ATI-5/Cont/96

Dated Kohima, the 29th Nov'1999

Sub:- Submission of Posts Continuation Orders and Incumbency List.

Instance have come to the knowledge of the Government that many Departments used to send late Post Continuation Orders (PCO) & Incumbency List (IL) to the office of the Accountant General, Nagaland, Kohima. Although the validity of the pay slip is only upto February of each year it is seen that Treasury Officers continue to allow pay & allowances upto May/June. It is also observed that the PCO & IL sent by Government department reach the office of the Accountant General very late i.e. during the month of June/July only and in some case even much later and that too with anomalies/infirmities. As a result of this, the Accountant General Nagaland, Kohima hardly have any time left to vet these document and initiate correspondence with the concerned Department for issue of pay slip.

All Administrative & Head of Department are, therefore, requested to ensure submission of consolidated and complete PCO & IL of the officers to the office of the Accountant General, Nagaland, Kohima invariably by January every year.

Receipt of this O.M. may please be acknowledged.

Sd/- TALI LONGKUMER
Secretary to the Govt. of Nagaland