

**GOVERNMENT OF NAGALAND**  
**Personnel and Administrative Reforms Department**  
**(Administrative Reforms Branch)**

No. AR-3/Gen-174/2007 (Pt)

Dated Kohima, the 19<sup>th</sup> July 2012

**OFFICE MEMORANDUM**

**Sub:- Format for retirement purpose.**

In continuation of this department's office memorandum of even number dated 17th March 2011, it is found that many departments are not using the proper format prescribed by the government for release of government employees on attaining 35 years of service or 60 years of age. In this connection a revised sample format is hereby enclosed for use by all the departments.

Further, all the departments' are requested to issue retirement orders for all employees in the respective department latest by 30th September of every year for those employees retiring in the next calendar year instead of issuing piecemeal retirement orders. For the calendar year 2013, the department list of superannuation shall be submitted before 30th September 2012.

**Sd/- LALTHARA**  
Chief Secretary to the Govt. of Nagaland