

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

No. AR-3/GEN-201/2009

Dated, Kohima, the 17<sup>th</sup> March, 2015

**OFFICE MEMORANDUM**

**Sub: Scheme for regularization and absorption of Work-Charged and Casual Employees and Revision of Pay/Wages.**

On due consideration of the Report of Work-Charged and Casual Employees Commission and in compliance with the judgment and order of Hon'ble High Court, the Governor of Nagaland is pleased to introduce the following schemes for regularization and absorption of Work-Charged and Casual employees and revision of their pay and wages subject to conditions indicated here under:

**1. Regularisation in service:**

- (i) All existing work-charged and casual employees of various Departments who are enjoying scale pay and who have completed 30 (thirty) years or more continuous service as on 01.01.2015 will be regularized by conversion of their posts into regular ones personal to them and subject to fulfilment of conditions as indicated below:
  - (a) The incumbent concerned and his/her service rendered as work-charged/casual employee have been duly verified and found genuine by the District Level Verification Committee constituted by the Government.
  - (b) Availability of service records including appointment order, date of initial appointment, proof of length of service/age etc.
  - (c) Their suitability for continuation in service to be recommended by the Heads of Department concerned.
  - (d) The post occupied by them on regularization shall automatically stand abolished as and when they vacate the post on retirement, resignation, death etc. The strength of the work-charged and casual employees under various Departments shall stand reduced by equal number concurrently with the regularization of such employees. No fresh appointment shall be made against these posts.
  - (e) On regularization in service, the pay of the incumbent shall be fixed at the minimum of the corresponding Pay Band and Grade Pay as admissible under Rule 10 of Nagaland Services ROP Rules, 2010.
  - (f) The past service rendered as work-charged/casual employee shall be counted towards length of service for the purpose of Nagaland Retirement from Public Employment Act, 2009 and as qualifying service for the purpose of pension.
  - (g) This scheme shall, however, not be applicable to the part time Casual employees, Village Guards, Home Guards, ICDS workers, other CSS paid employees whose services are guided by specific terms and conditions laid down by the Government and some other categories of contingency employee like personal peons, part time sweepers/chowkidars/seasonal workers etc.
  - (h) The period of service rendered as work-charged/casual employees shall not be counted for the purpose of MACP.
- (ii) In respect of those work-charged and casual employees in scale pay and who have completed or will complete 30(thirty) years of continuous service after 01.01.2015, their cases for regularization will be taken up subsequently in two batches as on 1<sup>st</sup> July and 1<sup>st</sup> January every year. The procedures and terms and conditions will be the same as laid down in this O.M.
- (iii) The existing scheme for regularization of work-charged employees against normal vacancy is being modified and the quota for work-charged employees stands enhanced from 50% to 67% for the next 5(five) years effective from 01.01.2015. This existing scheme will also be applicable for the casual employees appointed on full time basis.

**2. Revision of Pay/Wages of Work-charged employees.**

- (i) The pay scale of all work-charged employees who are presently drawing scale pay as per ROP, 1993 and who shall continue as work-charged employees shall be revised as under with effect from 01.01.2015, subject to conditions indicated below:
  - (a) There shall be two different Pay Bands and eight different Grades of Pay against the existing pay scales as indicated in the Table below:

Sl. No	Existing Scale (ROP-93)	Recommended Pay Band and Grade Pay	
		Pay Band	Grade Pay
1	Rs 800-1475	PB-I 3000-15200	1300
2	Rs 850-1630	PB-I 3000-15200	1400
3	Rs 900-1760	PB-II 3500-20000	1700
4	Rs 1000-1880	PB-II 3500-20000	1900
5	Rs 1150-2120	PB-II 3500-20000	2000
6	Rs 1250-2280	PB-II 3500-20000	2200
7	Rs 1300-2570	PB-II 3500-20000	2300
8	Rs 1450-2840	PB-II 3500-20000	2500

- (b) **Formula for fixation of pay:** The existing basic pay in the pre-revised pay scale as on 01.01.2015 shall be multiplied by 3.2 to arrive at the basic pay in the Pay Band indicated above. The amount arrived at shall be rounded to next multiple of Rs 10/-. To the figure as worked out, the amount of Grade Pay corresponding to the pay scale in the pre-revised scale as prescribed in the table above shall be added. This will be the revised pay of the incumbent concerned.
- (c) Besides the revised pay worked out in (b) above, House Rent Allowance @ 10% of the revised basic pay in the Pay Band (without Grade Pay) shall be admissible to those who are not provided with government accommodation, subject to admissibility under normal rules.
- (d) Medical Allowance shall be admissible at a flat rate of Rs 300/- P.M.
- (e) No other allowances like DA/ADA etc shall be admissible.
- (f) **Annual increments:** Annual increments shall be admissible @ 3% on the revised pay in the Pay Band including Grade Pay on the 1<sup>st</sup> of January each year provided the incumbent concerned have been in the revised pay for a period of at least 6(six) months as on 1<sup>st</sup> of January.
- (g) MACP scheme shall not be applicable to the work-charged and casual employees.
- (ii) **Revision of Rates of Wages of Fixed Paid Work-Charged and Casual/Contingency Employees:** The rates of wages of fixed paid work-charged and casual/contingency employees are revised as under with effect from 01.01.2015:

Sl. No	Category (Rs per month)	Existing Rates (Rs per month)	Revised Rates
1	Skilled Grade-I	4000/-	4350/-
2	Skilled Grade-II	3600/-	4050/-
3	Unskilled	3000/-	3450/-

The above rates shall be applicable to those fixed paid work-charged and casual/contingency employees who are appointed on full time basis.

- (iii) The revision of pay scale/wages indicated above shall be admissible only to those work-charged/casual/contingency employees who are verified and found to be genuine by the District Level Verification Committee.
- (iv) This revision of wages shall also not be applicable to the Village Guards, Home Guards, ICDS workers, other CSS paid employees whose services are guided by specific terms and conditions laid down by the Government.

3. **Conditions for implementation of the Scheme of Regularisation and Revision of Pay:**

- (i) Each Department shall prepare detailed list of all such work-charged and casual employees enjoying scale pay who have completed 30(thirty) years or more service as on 01.01.2015 and whose cases are proposed for regularization indicating name, designation, date of birth, date of entry into service, date of retirement, pay scale and existing total emoluments, pay scale admissible on regularization, total emoluments after regularization and additional financial implication.
  - (ii) The list shall be certified by the District Level Verification Committee to the effect that the incumbents included in the list are verified and found genuine.
  - (iii) Formal proposal for conversion of posts into regular ones to accommodate the employees proposed for regularization shall be submitted by the concerned Department first to P&AR and then to Finance for clearance and concurrence. After obtaining P&AR and Finance clearance the Departments concerned shall take up the proposal with the Cabinet for approval. Only after obtaining Cabinet approval necessary notifications for regularization in service shall be issued.
  - (iv) Before releasing the revised pay scales for the regularized employees, the pay fixation statement shall have to be checked by the Accounts Officer of the concerned Department.
  - (v) The pay fixation statement and arrear salary statement in respect of all the scale paid work-charged employees whose pay has been revised under this scheme shall be pre-audited by the Accounts Officer of the concerned Department. In cases where there is no Accounts Officer, the Directorate of Treasuries & Accounts shall carry out the pre-audit. No bills in this regard shall be entertained in the Treasury unless the same is pre-audited as indicated above.
4. With the implementation of this scheme there shall be a complete ban on appointment of work- charged/casual employees under the State Government.
5. This issue with the concurrence of the Finance Department vide RFC No 26/31 dated 17/03/2015 and approval of the Cabinet conveyed vide letter No. CAB-2/2013 dated 02/03/2015.

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