

GOVERNMENT OF NAGALAND
Personnel and Administrative Reforms Department
(Administrative reforms branch)

No. AR-3/Gen-174/2007

Dated Kohima, the 27th Sept. 2019

OFFICE MEMORANDUM

Sub:- Procedure for appointments to every category of posts by any department

The State Government from time to time have laid down rules and procedures for appointments into the Government service vide OM No. AR-8/8/74 dated 7/7/76, OM No. AR-5/ASSO/98 (C) dated 26/2/2001, OM No. AR-3/Gen-174/2007 (Pt) Dated 13th Jan, 2010 and OM No. AR-5/ASSO/98 dated 6/6/2016 and hereby reiterates the above standing policy of the State Government.

2. It has come to the notice of the Government that some departments are still resorting to exigency appointments; for E.g. Maili, Chowkidar, Peon on contingency basis which are untenable as the normal office can function even without the said staff. Such contingency appointment without publicly inviting applications, whether on regular basis ad-hoc fixed casual or work-charged are irregular and illegal.

3. No appointment of any sort without sanctioned / vacant posts shall be made and appointment on contract basis is banned as laid down in the P&AR Department's OM No. AR-5/ASSO/98 (c) dated 26/2/2001 and OM No. AR-5/ASSO/98 dated 6/6/2016.

4. In view of the circumstances stated above, the proposals for any new/fresh appointments by any departments for every category of post may be submitted to the Administrative Heads of Department for prior approval for due process of recruitment by the NPSC / Departmental Recruitment Board (DRB). The AHOD shall be responsible to verify the availability of the sanctioned post and duly authenticate each post vacancy against the unique employee code generated by the Personal Information Management system (PIMS) or the post creation order in case of new post. Any appointment order issued without following the due process and without the unique employee code from PIMS shall be considered invalid null and void.

5. Hence, the PIMS Cell P&AR Department shall not register any appointments made without observing the due process and laid down and the Finance Department shall not grant fund provision on salaries head against the particular department during the Revised Estimate.

Sd/- TEMJEN TOY
Chief Secretary to the Govt. of Nagaland