

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

**NO.AR-3/GEN-336/16**

Dated: Kohima, the 10<sup>th</sup> March, 2022

**OFFICE MEMORANDUM**

**Sub:- Format for Appointment orders-regarding**

It has come to the notice of the Government that many Departments are issuing appointment orders in multiple formats. This, invariably, has created confusion in various categories of employments under the Government of Nagaland and the further usage of inappropriate terms and conditions in such orders is causing undue inconveniences to those employees who had been appointed on regular-basis against sanctioned posts, as per the laid-down norms and procedure, viz., open-recruitment, etc.

2. Therefore, with a view to ensure that uniformity is maintained with respect to the issuance of appointment orders to service under the State Government, the formats at Annexure-I, Annexure-II and Annexure-III are hereby enclosed for strict compliance by all concerned.

3. Henceforth, all Departments are requested to issue appointment orders in strict conformity with the formats attached and any such orders issued in deviation of the formats so prescribed shall be treated null and void. Incomplete formats will not be accepted for registration of new employees in the PIMS.

4. The appointment order is subject to subsequent confirmation of service on the recommendation of a Medical Board and verification of antecedents. In case of false declaration/submission of wrong information, the appointment shall be revoked and other criminal proceedings/legal action shall be initiated.

5. This Office Memorandum is to be read with this Department's OM NO AR-3/GEN-174/2007(Pt) dated 27<sup>th</sup> September 2019 and OM No.AR-3/GEN-336/16 dated 13<sup>th</sup> June, 2017.

**Enclosed:- As stated above**

**Sd/- J. ALAM, IAS**  
Chief Secretary to the Government of Nagaland

**Annexure-I**  
**Format for Appointment order for Group A& B Gazetted post**

**NOTIFICATION**

**Date:**

**File number:** Consequent upon the recommendation of the Nagaland Public Service Commission and in the interest of public service the Governor of Nagaland is pleased to appoint the following to the post of .....  
under the ..... Department in the Pay Level ..... of the Pay Matrix plus all other allowances as are admissible under the rules in force from time to time with effect from the date of taking over charge. Sl no Name (in order of merit in NPSC) PIMS code of retired employee against which vacancy the appointment is made 12

2. The appointees shall be on probation for 2(two) years with effect from the date of joining. On completion of the probation period, they shall be considered for service confirmation subject to fulfilment of conditions as prescribed in the Service Rules/rules in force.

3. He/She will be liable to be discharged from service if he/she fails to fulfil the required conditions as laid down from time to time during the period of probation.

3. Other conditions of service not stipulated in this notification shall be governed by the relevant rules/orders issued from time to time.

4. The appointment order is subject to subsequent confirmation of service on the recommendation of a Medical Board and verification of antecedents. In case of false declaration/submission of wrong information, the appointment shall be revoked and other criminal proceedings/legal action shall be initiated.

Signature & Name of Administrative Head of Department

Copy to

1. The Accountant General, Nagaland Kohima
2. The Secretary NPSC
3. The PIMS cell, P&AR for registration in PIMS
4. The Director (HOD) of the concerned Department
5. The respective Treasury Officer
6. The officer concerned
7. Office copy

Signature & Name of Administrative Head of Department

**Annexure-II**

**Format for Appointment order of Group C/Non-Gazetted post**

**NOTIFICATION**

**Date:**

**File number:** Consequent upon the recommendation of the Nagaland Public Service Commission/Departmental Recruitment Board/Nagaland Staff Selection Board/District Level Recruitment Board vide letter no ..... dated ..... and with approval of Government vide letter no ..... dated ..... in the interest of public service the following are hereby appointed to the post of ..... in the ..... Department in Pay Level ..... of the Pay Matrix plus all other allowances as are admissible under the rules in force from time to time with effect from the date of taking over charge. Sl no Name (in order of merit in NPSC/DRB/ NSSB/DLRB)PIMS code of retired employee against which vacancy the appointment is made 12

2. The appointees shall be on probation for (number of years as prescribed by the respective service rules) years. On completion of the probation period, they shall be considered for service confirmation subject to fulfilment of conditions prescribed in the Service Rules/Rules in force.
3. He/She will be liable to be discharged from service if he/she fails to fulfil the required conditions as laid down from time to time during the period of probation.
3. Other conditions of service not stipulated in this notification shall be governed by the relevant rules/orders issued from time to time.
4. The appointment order is subject to subsequent confirmation of service on the recommendation of a Medical Board and verification of antecedents. In case of false declaration/submission of wrong information, the appointment shall be revoked and other criminal proceedings/legal action shall be initiated.

Signature and name of the Head of Department

Copy to:

1. The Accountant General, Nagaland Kohima
2. The Secretary (AHOD) of the concerned Department
3. The Secretary NSSB (if recruited through NSSB)
4. The PIMS cell, P&AR for registration in PIMS
5. The respective Treasury Officer
6. The officer concerned
7. Office copy

Signature and name of the Head of Department



**Annexure-III**

**Format for appointment order of Group D post**

**NOTIFICATION**

**Date:**

**File number:** Consequent upon the approval of Government vide letter no ..... dated ..... the following are hereby appointed as .....in the ..... office, under the ..... Department in Pay Level ..... of the Pay Matrix plus all other allowances as are admissible under the rules in force from time to time with effect from the date of taking over charge. Sl no Name PIMS code of retired employee against which vacancy the appointment is made 12

2. The appointees shall be on probation for 2 (two) years. On completion of the probation period, they shall be considered for service confirmation subject to fulfilment of conditions prescribed in the Service Rules/Rules in force.

3. He/She will be liable to be discharged from service if he/she fails to fulfil the required conditions as laid down from time to time during the period of probation.

3. Other conditions of service not stipulated in this notification shall be governed by the relevant rules/orders issued from time to time.

4. The appointment order is subject to subsequent confirmation of service on the recommendation of a Medical Board and verification of antecedents. In case of false declaration/submission of wrong information, the appointment shall be revoked and other criminal proceedings/legal action shall be initiated.

Signature and name of the Head of Department

Copy to:

1. The Accountant General, Nagaland Kohima
2. The Secretary (AHOD) of the concerned Department
3. The PIMS cell, P&AR for registration in PIMS
4. The respective Treasury Officer
5. The officer concerned
6. Office copy

Signature and name of the Head of Department