

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

**NO. AR-3/Gen-67/2001(Pt)**  
Dated, Kohima, the 22<sup>nd</sup> Sept'2004.

**OFFICE MEMORANDUM**

**Sub: Policy and Scheme for Regularisation of service of Work-Charged Employees.**

There are large numbers of work charged employees in various Departments. Many of these employees have been serving continuously for many years. They have been representing to the Government for regularization of their service. Some Departments have been regularizing the service of work charged employees from time to time against available vacancies. However, no transparent and rational policy and criteria is discernible in the process of regularization of service of work charged employees. Therefore, in order to examine the issue of regularization of work charged employees in various Departments, the State Government set up a Committee under the Chairmanship of Shri Lalthara IAS, Additional Chief Secretary (Geology & Mining).

On the basis of the recommendations of the Committee for regularisation of Work-Charged employees in the State, the Government hereby adopt the following policy and scheme for regularisation of the service of work charge employees serving under various Departments of the State Government.

- (i) Each Department having Work-Charged employees should maintain a list of work-charged employees in various categories in order of their length of service.
- (ii) Regularisation of work-charged employees will be done against available regular vacancies.
- (iii) 50% of all regular vacancies of similar nature arising in a year will be reserved for regularisation of Work-Charged employees, and the remaining 50% will be filled up as per normal rules of recruitment.
- (iv) Work charged employees will have the right to be considered first for regularization against 50% of all future vacancies of similar nature in the Department for which they possess the requisite qualification. Such regularization will be considered on the basis of seniority-cum-merit. This means that the senior most work charged employee in the relevant category will be regularized subject to his/her fitness for the vacant post.
- (v) In case no work charged employee is found suitable for regularization in terms of the above clause(iv) the Department will obtain clearance of P&AR Department before making any fresh appointment against the quota reserved for work-charged employees explaining the circumstances for not being able to fill up the vacancy through regularization of work charged employee.
- (vi) No age bar would apply in cases for regularization if the Work- Charged employee is below the superannuation age.
- (vii) Regularized Work- Charged employees will be entitled to count in full their continuous work charged service towards pension benefits.
- (viii) Those Departments which have not approached the Nagaland work Charged and causal Employees Commission should do so immediately to get the optimum strength of Work- Charged employees fixed for their Departments. They should take all possible

measures including pursuing VRS option vigorously to bring down the strength of Work-Charged employees to the level recommended by the commission.

(ix) Adequate provision for payment of work charged employees should be made in the budget and regular monthly payment of work charged wages ensured.

(x) All new Work- Charged appointments should be banned. Any person accepting Work- Charged service in the Government would be doing so at his/her own risk. Any new work charged appointment should be treated as illegal and strict action taken against the appointing authority. In case of any unforeseen situation requiring new work charged appointments, specific approval of the cabinet must be taken.

**SD/- LALTHARA**

Addl Chief Secretary to the Government of Nagaland.

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3. The PS to Speaker/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
4. The PS to all Ministers, Nagaland, Kohima.
5. The PPS to Chief Secretary, Nagaland, Kohima.
6. All Additional Chief Secretaries/Principal Secretaries/Commissioners & Secretaries/Secretaries/Additional Secretaries to the Govt. of Nagaland.
7. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission.
8. The Resident Representative, Nagaland House, New Delhi/D.R.C. Nagaland Houses, Kolkatta/Guwahati/A.R.C. Nagaland House, Shillong.
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11. All Deputy Commissioners/Addl. Deputy Commissioners.
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**( T. LIMSONG )**

Additional Secretary to the Govt. of Nagaland