

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

NO. AR-15/1/85 (Pt-1)

Dated, Kohima, the 23<sup>rd</sup> March/2005.

**OFFICE MEMORANDUM**

**Sub: Fixing a ceiling on the tenure of Director/Head of the department.**

The question of fixing a ceiling on the tenure of Director/Head of Department has been under the consideration of the Government for quite some time. On the recommendation of a Committee constitute for the purpose, the Government have now made the following orders regarding the procedure for appointment and tenure of Director /Head of department under the Government of Nagaland to be implemented with immediate effect.

After careful consideration, the Government had decided the following points.

1. All appointments to the HOD shall henceforth be done only through DPC, and no officiating appointment will be allowed. The Department should arrange DPC meeting well ahead of the expected date of vacancy in the HOD post. In case the DPC recommendation for appointment to the HOD cannot be obtained in time, the Administrative Head of the Department will hold the HOD post in ex-officio capacity till the recommendation of the DPC is received.
2. To prevent one person holding unduly long tenure as HOD, no person who still has 5(five) or more years before retirement shall be considered by DPC for appointment as HOD, without the prior clearance of the State Civil Services Board. The Department concerned shall first refer such cases to P&AR Department for obtaining the clearance of CSB. The State Civil Service Board, in such cases, shall have the option, if found justified, to recommend officers from IAS, NCS or other Departments to be appointed as HOD of the Department for certain period till the officers of the Department are senior enough in age to hold HOD post.
3. In the case of those HODs who have completed 3 years of tenure in the same post, their continuation in the same post shall be subject to their case being cleared by the State Civil Services Board for continuation. The CSB may either give clearance for a maximum of 1 year extension at a time, with maximum tenure of 5 years, or recommend his transfer to an equivalent post in the Secretariat or any other Department against an existing post, or post to be specially created for the purpose.
4. The CSB may co-opt the Administrative Secretary of the concerned Department and representative of Law Department while considering the matters referred to at para 2 & 3 above
5. In the case of HODs who are on officiating basis, their appointment as HOD shall be subject to their case being recommended by DPC within a period of six months, failing which, they should be reverted to the next lower rank, and the Administrative Head of the Department shall take over the post of HOD in ex-officio capacity till DPC recommendation is received.

**Sd/- LALTHARA, IAS**

Addl. Chief Secretary to the Govt. of Nagaland

Copy to:

1. The Special Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Addl. Chief Secretary to the Chief Minister, Nagaland, Kohima.
3. The PS to Speaker/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
4. The PS to all Ministers, Nagaland.
5. The PPS to Chief Secretary, Nagaland.
6. The PS to Additional Chief Secretary (Home), Nagaland, Kohima.
7. The Additional Chief Secretary & Commissioner, Nagaland.
8. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries to the Govt. of Nagaland.
9. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission, Kohima.
10. All Heads of Departments, Nagaland.
11. All Nagaland Houses.
12. The Publisher, Nagaland Gazette for publication in the official Gazette.
13. Guard file.

**(T. LIMSONG)**

Additional Secretary to the Government of Nagaland.

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

NO. AR-15/1/85 (Pt-1)

Dated, Kohima, the        th March/2005.

**OFFICE MEMORANDUM**

**Sub:- Appointment and fixing of ceiling on the tenure of Director/HOD.**

The undersigned is directed to refer to this Department Office Memorandum of even number dated 23<sup>rd</sup> March'2005 on the subject cited above and to request all the Department to furnish the names of the Head of Departments who have completed 3(three) years of tenure in the same post, to the P&AR Department to be cleared by the State Civil Services Board for their continuation as HOD in the Department.

The Departments should submit the information on or before 30<sup>th</sup> April'2005.

**Sd/- LALTHARA, IAS**

Addl. Chief Secretary to the Govt. of Nagaland

To:-

All Administrative Head of the Department,  
Nagaland, Kohima.

**( T. LIMSONG )**

Addl. Secretary to the Government of Nagaland.