

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

**OFFICE MEMORANDUM**

No. RCBT-5/87 (Pt)

Dated, Kohima, the 2<sup>nd</sup> September, 2009.

**Sub:- Requisition of all categories of posts and submission of report on vacancies in Government Departments.**

1. Despite various guidelines issued by the Government from time to time, it has been observed that many Departments are not adhering to the prescribed rules and procedures for making appointments in various categories of posts. It is also observed that appointments are being made on contract basis against standing Governments orders. Appointing persons in contract services also defeats the very purpose of roster system for the Backward Tribes in the State because of which many Departments are not able to maintain the reserved percentage prescribed for the Backward Tribes.

2. As a result of the implementation of the Nagaland Retirement from Public Employment (Second Amendment) Act, 2009, approximately 3000 vacancies will arise with effect from 31<sup>st</sup> October, 2009. All Departments are directed to notify the vacancies immediately and make appointments through the Nagaland Public Service Commission or by Selection Board as per Government standing orders.

3. Further, it has been decided to ascertain the numbers of vacancies that will occur on account of retirement in all Government Departments during the next 3(three) years, i.e, 2010, 2011 and 2012. All Heads of the Departments are, therefore, requested to furnish a detailed report on vacancies of sanctioned post for all Grades that are coming up during the next 3(three) years to the P&AR Department as per the prescribed format enclosed on or before 31<sup>st</sup> October, 2009 without fail.

**Encl: As stated above**

**Sd/- LALTHARA**

Chief Secretary to the Govt. of Nagaland.

Dated, Kohima, the 2<sup>nd</sup> September, 2009.

NO. RCBT-5/87 (Pt)

Copy to :-

1. The Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Addl. Chief Secretary to the Chief Minister, Nagaland, Kohima.
3. The P.S. to the Speaker/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
4. The P.S to all Ministers, Nagaland, Kohima.
5. The OSD to the Chief Secretary, Nagaland, Kohima.
6. All Additional Chief Secretaries/ Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries, Nagaland, Kohima.
7. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission.
8. All Heads of Department, Nagaland.
9. All Nagaland Houses.
10. All Deputy Commissioners/Additional Deputy Commissioners, Nagaland.
11. The Publisher, Nagaland Gazette, Kohima, Nagaland.

  
( KHRIESATONO )

Joint Secretary to the Govt. of Nagaland

**FORMAT**

Name of the Department \_\_\_\_\_

Sl.No	Name of the posts	Category of posts ( Grade-I, II, III & IV )	Date, Month & Year on which vacancy will occur	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				