


**GOVERNMENT OF NAGALAND
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT
AR BRANCH**

No. AR-3/Gen-174/2007(Pt)
Dated the 30th October 2009

Office Memorandum

1. The Nagaland Retirement from Public Employment (Second Amendment) Act, 2009, will come into effect from the afternoon of 31st October 2009, which happens to be a holiday for Nagaland Government. In order to ensure smooth transactions of Government's business from the 3rd of November 2009 which is the first working day for the State Government after the said act will come into force, the following clarifications and instructions are hereby issued to all concerned.
2. All State Government employees who have completed 35 years of service under the Government as on 31-10-2009, will stand released from Government's service with effect from the afternoon of 31-10-2009, irrespective of whether a formal retirement order from the appointing authority has been received by them or not.
3. In those cases where the Head of Department at the Secretariat / Directorate, or the Head of office at the divisional, district, or sub-divisional level, or the head of institution are affected by the Retirement Act, then the next senior-most officer in the concerned office/institution would automatically take over and perform the duties of the head of Department / office w.e.f. 3-11-2009 till further orders. There will be no need to have formal handing over of charge report from the affected employees, who had already ceased to be Government employees w.e.f 31-10-2009 afternoon.
4. In those cases, when the DDO/Cashier is affected by the act, the HOD/Officiating HOD should designate a new DDO/Cashier on 3-11-2009 itself without fail, and the retired DDO/Cashier should not be allowed to exercise the DDO/Cashier function after 31-10-2009 (AN). However, all the retired HOD/DDO/Cashier should report to their respective offices on 3-11-2009, and hand over the office keys, cash, official documents and properties etc under their custody to the new incumbents, and also render all necessary assistance to the new HOD/DDO/Cashier for the smooth discharge of their duties. In case of any non-cooperation or foul play on the part of any retired employee, the matter should be reported immediately to the HOD/AHOD for necessary action, which may include withholding of payment of pension and any other retirement benefits.
5. As a measure of abundant precaution, all Treasuries and Banks in Nagaland should not make payment of any Government Bill/Cheque and other bank instruments, excepting normal salary payment, from 3rd November 2009 to 13th November 2009, without first getting a fresh certificate from the HOD/DDO/Cashier concerned about the genuinness of the bill/cheque etc.
6. If there are any HOD/AHOD who had not issued formal retirement order in the prescribed format in respect of affected employees serving under them, it should be issued without fail in the forenoon of 3rd November 2009. However, this will not affect the date of retirement of the affected employees, which would stand at 31-10-2009 (AN).
7. All promotions and fresh appointments consequent upon the retirement of Government employees should be done by following the prescribed procedures only.



(LALTHARA)
Chief Secretary

No. AR-3/Gen-174/2007(Pt)
Copy to:

Dated the 30th October 2009

1. The Secretary to Governor, Raj Bhavan, Kohima.
2. The Addl. Chief Secretary to Chief Minister, Nagaland, Kohima.
3. The PPS/Sr.PS/PS to all Ministers/Parliamentary Secretaries, Advisers, Nagaland, Kohima.
4. The OSD to Chief Secretary, Nagaland, Kohima.
5. All the Administrative Heads in Secretariat, Nagaland, Kohima.
6. All Heads of Departments in Nagaland.
7. The Accountant General, Nagaland, Kohima.
8. All DCs/ADCs in Nagaland.
9. The Publisher, Nagaland Gazette, Kohima for publication.
10. All Treasury Officers/STO's in Nagaland.
11. All Bank Branches in Nagaland.



(LALTHARA)
Chief Secretary