



# PIMS & SERVICE MATTERS

P&AR department

# Official P&AR Website

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<https://dpar.nagaland.gov.in/>

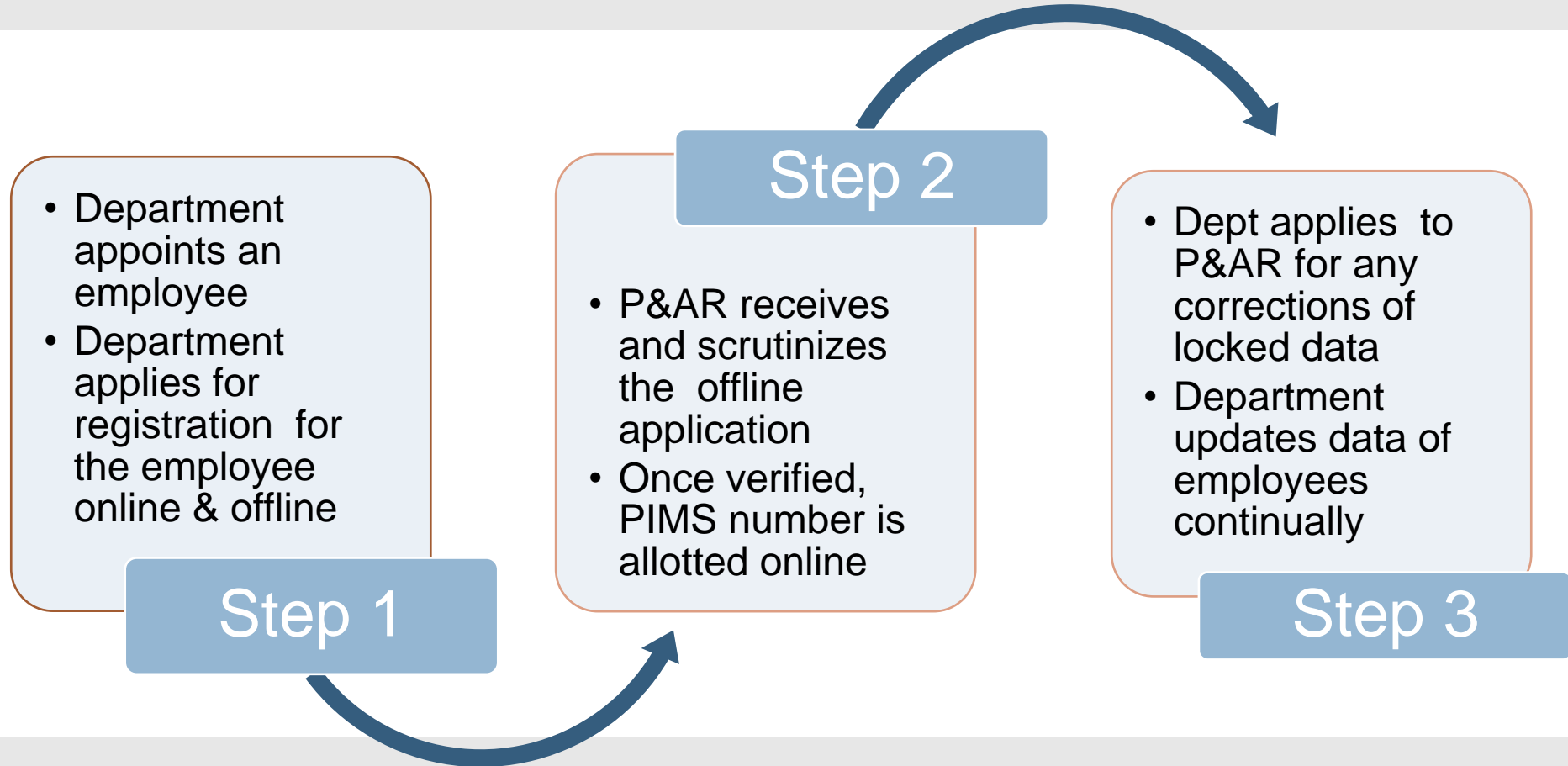


# REGISTRATION

NO.PAR/PIMS-10/2017 dtd 04.03.2022 (1-5)

& NO.PAR/PIMS-2/2015 dtd 23.04.24

# PIMS WORK FLOW



# PIMS Scrutiny process

Is there a vacancy?

Was procedure followed?

Has the department uploaded their details on the PIMS application?

Have they submitted all requisite documents?

Is the paperwork correct?

# UNIQUE PIMS NUMBER

- Every employee will be assigned a PIMS number for the post that they are holding under the Government.
- The PIMS number is not transferable & cannot be assigned to another employee even after the retirement of the employee
- After retirement the PIMS number is the basis for vacancy verification for new appointments.
- Every new appointment is tagged against a valid PIMS number of a retired employee unless the appointment is made against a valid post creation order.
- Every regularisation is tagged against a valid PIMS number of a retired employee unless the regularisation is against a supernumerary post.
- Once the PIMS number of a retired employee is tagged to a new appointment/regularisation, that post is considered to be filled & the code cannot be tagged to another employee.
- If an employee is appointed to another post in the same or different department, they must be registered afresh against the new appointment. The previous PIMS number will be released for the department to make a new appointment against the post vacated by the employee.

# Basis for new registrations

- OM NO. AR-3/Gen-201/2009 dtd 17.3.2015 **Ban on work charged and Casual Appointments** (Page 131 – 134)
- OM NO.AR-5/ASSO/98 dated 6<sup>th</sup> June 2016 reg. **Ban on contract appointments** (Page 201 – 202)
- OM NO. PAR/PIMS-10/2017 dated 5<sup>th</sup> July 2019 reg. **Instructions on PIMS** (Page 158)
- OM NO. AR-3/GEN-174/2007(Pt) dated 27<sup>th</sup> Sept 2019 reg. **Procedure for appointments to every category of post by any department** (Page 215)
- P&AR OM NO. AR-3/Gen-336/16 dtd 10<sup>th</sup> March 2022 & 14<sup>th</sup> March 2024 reg. **Appointment Order Format** (Page 217 – 220; check website for OM dated 14<sup>th</sup> March, 2024)
- NO.PAR/PIMS-2/2015 dtd 23.04.24 reg. submission for registration within 2 weeks of the appointment (check website)
- Valid vacancy detail is submitted

# PIMS Registration

**Application for registration must be submitted within 2 weeks of issuing the appointment order with the following documents OM NO.PAR/PIMS-2/2015 dtd 23.04.24**

1. Completely filled Registration format
2. Appointment order as per P&AR OM NO. AR-3/Gen-336/16 dtd 10<sup>th</sup> March 2022 & 14<sup>th</sup> March 2024
3. AHOD approval letter (for Gr C & D employees)
4. Appointment order + Release order of the retired employee (if regularised then regularisation order to be submitted)
5. Recommendation of NPSC/NSSB/DRB/DLRB
6. Advertisement order
7. Aadhaar photocopy of the employee
8. Other documents for compassionate appointment & land based appointment



# Current PIMS registration format

## Format for new registration in PIMS

1	2	3	4	5	6
(1) If against regular vacancy, indicate the nature of vacancy with <u>Employee Codes, Names &amp; Designations of</u> (a) retired officer/expired/resign/terminated/voluntary retirement/etc & (b) last promotee (2) If against newly created post, indicate creation Order No. & Date enclosed with a photo copy. (3) Without vacancy & post creation	Aadhar No.	Title  (Shri.,Smti.,Kumari.,Dr., Dr.(Smti.),Er.,Er.(Smti.)etc)	First Name	Middle Name	Last Name

7	8	9	10	11	12
Date of Birth (dd/mm/yyyy)	Date of Joining Service (dd/mm/yyyy)	Father's Name	Department	Office Level (Secretariat,Directorate, District,Division etc.)	Full Office Address

13	14	15	16	17	18
District	ROP (4TH ROP,5TH ROP,6TH ROP,FIXED etc ) *** If FIXED , it is mandatory to mention the pay	Designation	Class A,B,C or D	Cadre	Sub Cadre (Ministerial:Dte,Ministerial:Dist, Steno,Technical,Grade IV,Driver etc )

19	20	21
Service Category (Permanent,Temporary,Fixed etc )	Category (ST,SC,OBC,General etc )	Tribe

Note: 1. The format has to be forwarded by the concerned HOD enclosed with photo copy of the appointment order.

2. The departments are asked to include the employee code, name and designation of the retired officer/expired/resign/ terminated/voluntary retirement/last promotee/etc in the appointment order against whom the appointment is made.



# CORRECTIONS

NO.PAR/PIMS-10/2017 dtd 04.03.2022 (6)

# Corrections by P&AR

vide OM NO.PAR/PIMS-10/2017 dt. 04.03.2022 (Page 165-166)

## Name & salutation

- Appointment Order + SB entry + aadhaar
- P&AR clearance + dept notification + aadhaar

## Date of birth

- Class X admit card + SB entry + aadhaar
- Age doc at the time of appt + SB entry + aadhaar

## Date of joining

- Appointment Order + SB entry + aadhaar

## Father's name

- Appointment order + SB entry + academic record + Aadhaar

## Regularisation

- Regularisation order as per format vide AR-3/GEN-201/09/(VOL-I) dtd 16.12.22 (check website)

# Correction Format

<u>Srl no</u>	Name & <u>pims code</u>	<u>Pims entry</u>	Correction to be made	Supporting document
1	Adam PIM00987	DOB: 01.01.1990	DOB: 10.01.1990	Class X admit card Service book entry Aadhaar card
2	Eve PIM00654	DOJ: 19.08.2021	DOJ: 01.03.2020	Appointment Order Service Book entry Aadhaar card
3.	Sam PIM87600	Sam	Sam Konyak	Appointment order Service Book entry Aadhaar
4	Eva Chang PIM000983	EVA Chang	Eva Makum	P&AR clearance Notification of name change Aadhaar
5	Philip PIM00187	DOR: 31.12.25	DOR: 31.12.25	Appointment Order Service Book entry Aadhaar
6	Mark PIM00555	DOB: 12.12.83	DOB: 24:05.1990	Birth certificate Service book entry Aadhaar card
7	Luke Yim PIM00033	Luke	Luke <u>Yimkhiung</u>	Appointment order Service Book entry Aadhaar
8	Matt PIM00099	F/N Abeu	F/N <u>Abieu</u> Angami	Appointment Order Service Book entry Aadhaar

# Regularisation

Updated only by P&AR

- The Department will forward the Regularisation Order to P&AR to update the regularisation status of the employee.
- P&AR will check that due procedure has been followed in the regularisation
- P&AR will update the regularisation. without P&AR update of regularisation, the AG office will not process the pension of the employee.
- The Office of the Accountant General, Nagaland uses PIMS data to verify service details of employees while processing pension.

# Service details in PIMS

- After registration of employees, it is the responsibility of the respective department to continuously update all service details in PIMS.
- Every entry to be made in the Service Book must also be updated in PIMS (*OM No. AR-3/Gen-175/2007 dated 4th May, 2021 Reg. Guidelines for maintenance of Service Book*) – Page 162-163
- Every department has a PIMS Cell and Nodal officer, the HOD must ensure that they continuously update service details such as transfer & posting, promotions, MACP, upgrading, etc.

# Details to be updated by the Department

1.Appointment

2.Promotion

3.Transfer/Posting

4.MACP

5.Suspension

6.Leave

7.ROP fixation

8.Confirmation of Service

9.Retirement/Release

10.Designation

11.Mother name

12.Spouse name

13.Phone number

14.Blood Group

15.Email id



# SERVICE MATTERS



# IMPORTANT OM<sub>s</sub>

- **Procedures** for Recruitment
- Appointment Order **format**
- **Name change** in Service Record vs **Name correction** in PIMS
- Regularisation of work charged and casual employees\*
- UPDATED Release order format and procedure [Superannuation & early]
- Redesignation of certain Gr D posts to MTS
- Counting contract and ad-hoc service for length of service

# Mechanism for Recruitments

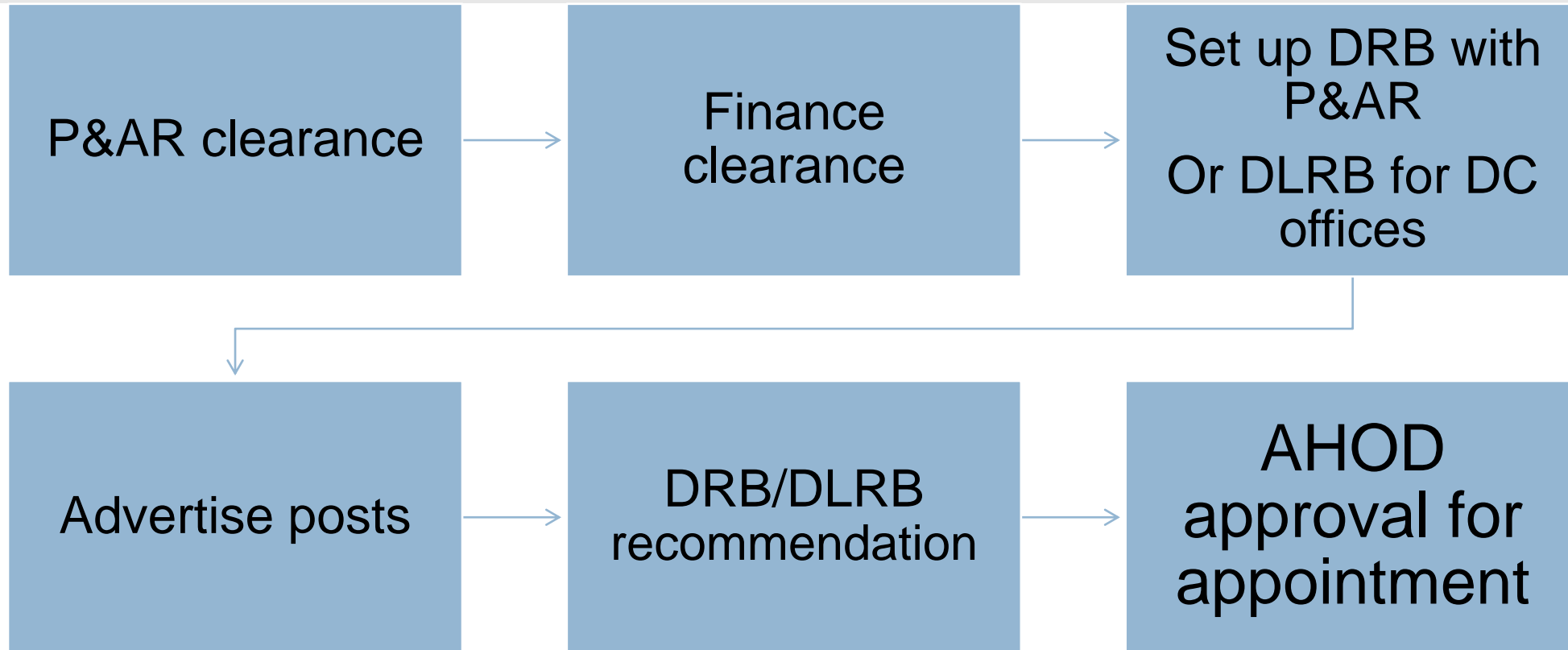
- Posts above Pay Level 8- Nagaland Public Service Commission
- Posts from pay level 3-7- Nagaland Staff Selection Board
- Driver post: Departmental Recruitment Board
- Pay level 1-2: Departmental recruitment
- Compassionate appointment
- On basis on land acquisition agreement made **prior to 2005**

# Driver recruitment

DRB vide OM No.AR-3/GEN-174/2007 dated 26.10.2017 & 24.03.2018 (Page 205-206)

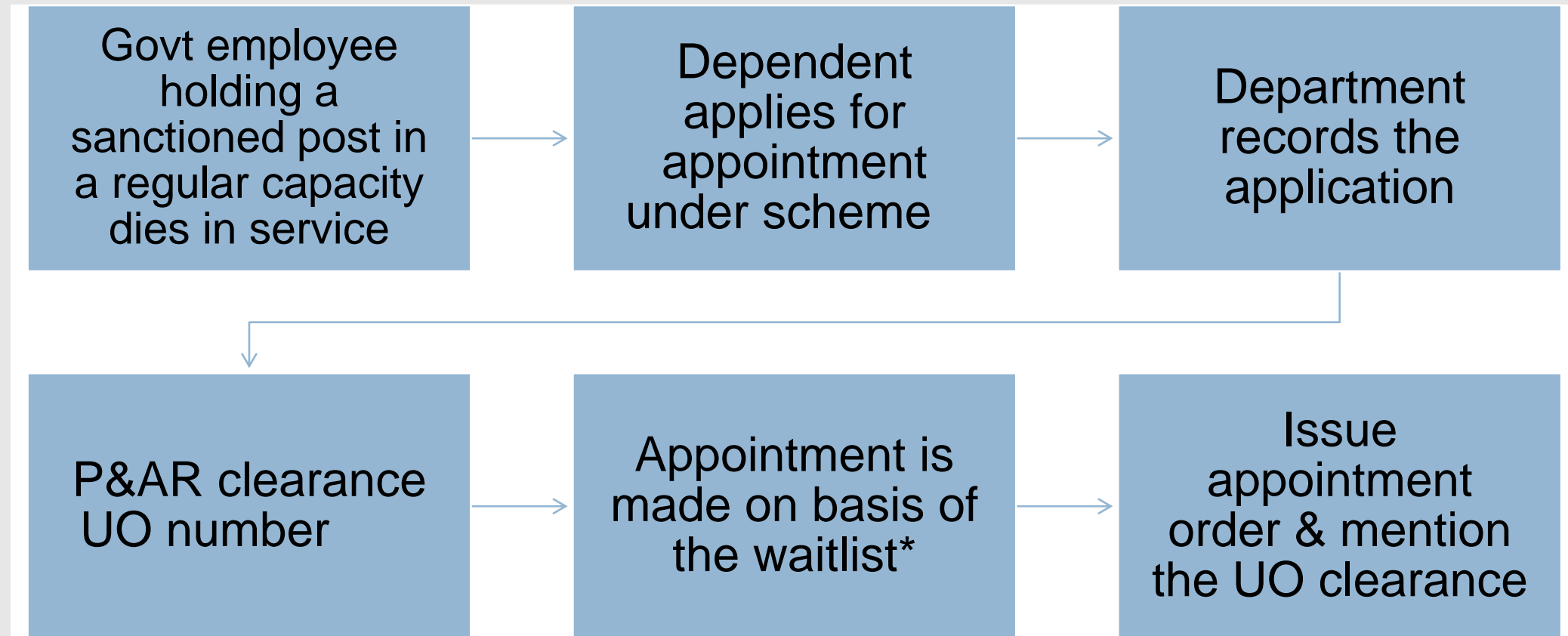
DLRB vide OM No.CNE-1/GEN/2015/154 dated 14.09.2018 (Page 210 – 214)

P&AR and Finance clearance vide OM No.AR-5/ASSO/98 (VOL-1) dated 26.09.2022 (check website)



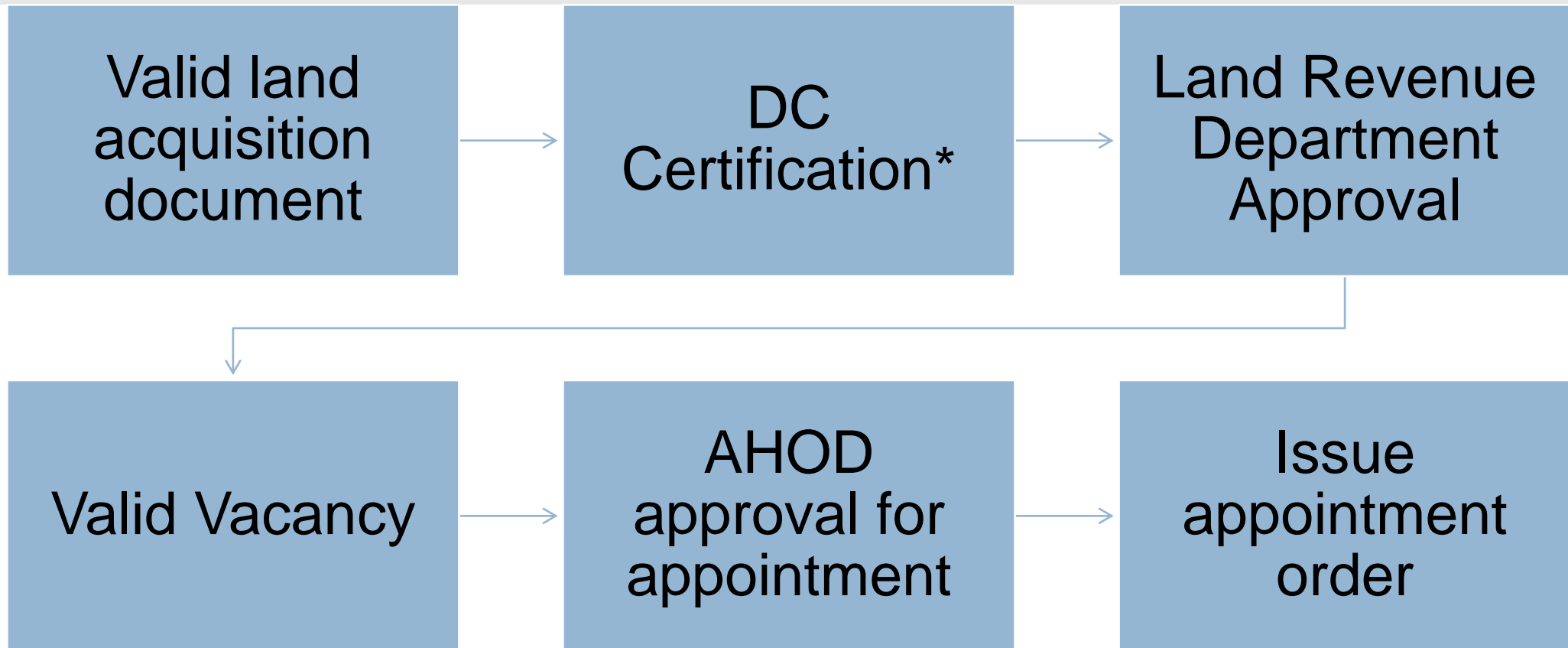
# Compassionate Appointment

Vide OM No.AR-8/8/78 dated 17.09.2015 (Page 138-140) & 09.04.2019 (Page 155)



# On “land ownership” basis

Vide OM No.LR/LAND-PLCY/5-26/2011 dated 16.08.2018 (Page 585-586)



# Appointment order format Gr A, B & C

P&AR OM NO. AR-3/Gen-336/16 dtd 14<sup>th</sup> March 2024 (check website)

## 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)	A. Details of Retired Employee against whose vacancy the appointment is made.
		1. PIMS Code 2. Name 3. Designation 4. Date of release
		B. If new post creation, Order No. and date
1		
2		

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 legal and disciplinary action shall be initiated.

5. Details of the previous employment of the appointee under the State Government if any.

Sl.No.	Name	Previous PIMS	Date of joining of previous post

Signature & Name  
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  
Administrative Head of Department

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

### NOTIFICATION

Date:

**File number:** Consequent upon the recommendation of the Nagaland Public Service Commission/Nagaland Staff Selection Board/Departmental Recruitment 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/ NSSB/ DRB/DLRB)	A. Details of Retired Employee against whose vacancy the appointment is made
		1. PIMS Code 2. Name 3. Designation 4. Date of release
		B. If new post creation, Order No. and date.
1		
2		

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 legal and disciplinary action shall be initiated.

5. Details of the previous employment of the appointee under the State Government if any.

Sl.No.	Name	Previous PIMS	Date of joining of previous post

Signature & Name  
Administrative Head/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 & Name  
Administrative Head/Head of Department



# Appointment order format for Gr D

## 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 (in order of merit)	A. Details of Retired Employee against whose vacancy the appointment is made.
1		1. PIMS Code 2. Name 3. Designation 4. Date of release
2		B. If new post creation, Order No. and date.

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 legal and disciplinary action shall be initiated.

5. Details of the previous employment of the appointee under the State Government if any.

Sl.No.	Name	Previous PIMS	Date of joining of previous post

Signature & Name  
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 & Name  
Head of Department

- P&AR OM NO. AR-3/Gen-336/16 dtd 14<sup>th</sup> March 2024
- Only Gr D appointment orders must indicate the office where the appointment is made as Gr D appointments for district offices must be indigenous to the district
- Gr A, B & C appointment orders must not indicate the place of posting
- If appointed under CSS, the engagement order must explicitly mention the scheme/project under which they are engaged as well as the terms of engagement.

# Name CHANGE Vs CORRECTION

## CHANGE

- OM NO.AR-3/Gen-388/2021 dtd 3<sup>rd</sup> Aug 2023 & 29<sup>th</sup> Sept 2023 (check website)
- Write an application for name change to HOD with justification
- HOD to forward to AHOD
- AHOD to forward in file to P&AR
- P&AR will issue clearance with a U.O. number
- Department to notify the change

## CORRECTION

- OM NO.PAR/PIMS-10/2017 dtd 4<sup>th</sup> Mar 2022 (Page 165-166)
- Submit the application for change in the format as prescribed
- Supporting documents as listed above (appt order, notification of name change with P&AR clearance, SB entry aadhar etc)



# Regularisation of Work Charged & Casual Employees

- Presently there is only 1 basis on which regularisation can be done and this applies only to work charged and casual employees **section 1 (i) or 1 (iii) of OM NO. AR-3/Gen-201/2009 dtd 17.3.2015** (Page 131-134)
- **Section 1 (i)** Work Charged employees on scale pay who have been verified by DLVC, on the completion of 30 years of service can be regularised against a supernumerary post (P&AR+ Finance clearance+ MRC approval+ Cabinet)
- **Section 1 (iii)** 50% of the vacancies arising against sanctioned posts in the department must be used to accommodate the regularisation of Work Charged and Casual employees on the basis of seniority cum merit (ensure DLVC & seniority). This is a continuation of Policy vide OM.NO. AR-3/GEN-67/2001(PT) dtd 22.09.2004 (Page 113-114)
- Revised procedure for regularisation vide OM No.AR-3/GEN-67/2001 dated 28.08.2024 (check website) – 50% of vacancies to be utilised for regularisation through maintenance of roster and prior clearance of P&AR Department required.

# Format for regularisation

No. AR-3/GEN-20 1/09 (VOL-I) dtd 16.12.2022 (check website)

- There are 2 formats prescribed for Regularisation Orders
- **Annexure I** Format for Regularization of Work-Charged and Casual Employee on completion of 30 (thirty) years of continuous service with scale of pay **[Section 1 (i) ]**
- **Annexure II** Format for Format for Regularization of Work-Charged and Casual Employee under 50% vacancy arising in the Department **[Section 1 (iii)]**

### ANNEXURE I

#### Format for Regularisation of Work-Charged and Casual Employee on completion of 30 (thirty) years of continuous service with scale of pay

#### **Notification**

**Date**

**File No.** In pursuance to Part-1 (ii) of P&AR O.M. AR-3/GEN-201/2009, DT. 17.03.2015, on completion of 30 (thirty) years of continuous service with scale of pay, and on the approval of Manpower Rationalization Committee (MRC) vide..... and Cabinet vide....., and having been duly verified and found genuine by the District Level Verification Board vide Verification Committee Chairman Name..... and in the interest of public service the following are hereby regularised under the .....Department in Pay level as indicated below plus all other allowances as are admissible under the rules in force from time to time with effect from the date of Cabinet decision

Sl. No.	Name	Designation/Post	Sl No. in verification report	Pay level
1.				
2.				

1. The Appointees shall be on probation for 1 (one) year. On completion of the probation period, they shall be considered for service confirmation subject to the fulfilment of condition prescribed in the Service Rule/Rules in force.
2. He/She will be liable to be discharged from service if he/she fails to fulfil the required conditions

### ANNEXURE II

#### Format for Regularisation of Work-Charged and Casual Employee under 50% vacancy arising in the Department

#### **Notification**

**Date**

**File No.....** In pursuance to P&AR O.M. AR-3/Gen-67/2001 (Pt), Dt. 22.09.2004, and AR-3/GEN-201/2009, DT. 17.03.2015, and on the 50% regular vacancy arising in the Department and being the senior most Work-Charged/ Casual Employee in the Department and having been duly verified and found genuine by the District Level Verification Board vide Verification Committee Chairman Name..... In the interest of public service the following are hereby under the .....Department/Directorate/ Division in Pay level in the pay level indicted below plus all other allowances as are admissible under the rules in force from time to time with effect from the date of issue of this Notification.

Sl. No.	Name	Designation/Post	Sl No. in verification report	Pay Level	PIMS code of the retired/promoted employee against which the vacancy regularisation is made.
1.					
2.					

1. The Appointees shall be on probation for 1 (one) year. On completion of the probation period,

# Note for endorsements

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 Staff Concerned
6. Office Copy.

# Superannuation Release Order format

OM NO. AR-3/GEN-174/2007/(PT) dtd 29.03.2023 (check website)

ANNEXURE-II

GOVERNMENT OF NAGALAND  
DEPARTMENT

NAGALAND: KOHIMA

No. \_\_\_\_\_

Dated : Kohima, \_\_\_\_\_

## ORDER

List of particulars of the Government servants who are to be released from duty on retirement on completion of 35 years of service/on attaining of age of 60 years in terms of Section 3 (1) and Section 3 (2) of Nagaland Retirement from Public Employment (Second Amendment) Act, 2009 and P&AR Notification No. AR-3/174/2007 (Pt) dated 7<sup>th</sup> August, 2009 for the year ending \_\_\_\_\_

Sl. No	Name of the Govt. employees	Designation & place of posting	Date of birth	Date of joining Govt. service	Nature of service (whether regular, adhoc, contract, wok-charged, fixed pay, etc)	Whether pensionable/no n-pensionable establishment	Date of release on completion of 35 years of service	Date of release on attaining 60 years of age.
1	2	3	4	5	6	7	8	9

\*Each employee has been given a copy of the requisite format listed in Annexure-A which must be submitted to the Department within 2 (two) months, failing which salary for the above employee shall be disabled from being generated in e-pay bill till submission.

(Administrative Head/Head of Department)

# Other cases Release Order format

AR-3/GEN-174/2007(pt) dtd 05.06.24 (check website)

## ORDER

List of particulars of the Government servant released from duty  
on.....  
.....  
.....

Sl. No	Name of the Govt. employees	Designation & place of posting	Date of birth	Date of joining Govt. service	Nature of service (whether regular, adhoc, contract, work-charged, fixed pay, etc)	Whether pensionable/non-pensionable establishment	Date of release on Voluntary Retirement/Termination from Service/ Invalid Pension/Forced Retirement/ Death etc
1	2	3	4	5	6	7	8

(Administrative Head/Head of Department)

No.

Dated : Kohima, \_\_\_\_\_



# Clarity on the endorsements

The PPS to the Chief Secretary, Nagaland Kohima

1. The Addl. Chief Secretary & Finance Commissioner, Nagaland Kohima
2. The concerned Administrative Head of Department, Nagaland, Kohima.
3. The Commissioner & Secretary, P&AR Department, Nagaland, Kohima.
4. The concerned Head of Department, Nagaland, Kohima.
5. The Accountant General, Nagaland Kohima.
6. The Principal Director, Treasuries and Accounts, Nagaland, Kohima.
7. The PIMS cell for updating in PIMS.
8. The respective Treasury Officer.
9. The officer concerned.
10. Office copy.

**(Administrative Head/Head of Department)**

## NOTE:

(i) In the case of Group A&B Officers, the order will be issued by the Administrative Head of Department, whereas in the case of Group C&D employees, it will be issued by the Head of Department. In the case of employees of the Secretariat, the concerned Administrative Head i.e P&AR, Home and Transport Department will issue the order for Group A,B,C & D employees.

# Redesignation of Gr D posts to MTS

OM NO AR-15/1/85 (PT) DTD 25.02.21(Page 161)

- PEON, CHOWKIDAR, MALI, SWEEPER are now redesignated to MTS
- The indicative duties they can be assigned:
  - a) Physical Maintenance of records of the Section. b) General cleanliness & upkeep of the Section/ Unit.
  - c) Carrying of files & other papers within the building. d) Photocopying, sending of FAX etc.
  - e) Other non-clerical work in the Section/ Unit.
  - f) Assisting in routine office work like diary, dispatch, etc., including on computer
  - g) Delivering of dak (outside the building) h) Watch & ward duties.
  - i) Opening & closing of rooms. j) Cleaning of rooms.
  - k) Dusting of furniture etc. l) Cleaning of building, fixtures etc
  - m) Upkeep of parks, lawns, potted plants etc. n) Any other work assigned by the superior authority.



# Counting of contract/Ad-hoc period for length of service

- **AR-3/GEN-231/2011 dtd 04.05.2017** (Page 149 – 150)
- All service rendered on contract/Adhoc/work charged/substitute period shall be counted for retirement purpose under the Nagaland Retirement from Public Employment Act, 1991 and the 2009 Amendment Act.
- “Such period of service which is followed by regularisation or regular appointment without break or any gap in service except resignation, shall be treated as public employment and included in computation of length of service for the purpose of pension under the Nagaland Retirement from Public Employment Act, (2<sup>nd</sup> Amendment) Act, 2009”



# THE END

P&AR Department