


OFFICE OF THE CHIEF SECRETARY
GOVERNMENT OF NAGALAND

No.NGO-12/2009

Dated the 30th October, 2009

CIRCULAR/NOTICE

In order to discuss the various issues arising out of the coming into effect of the Nagaland Retirement from Public Employment (Second Amendment) Act, 2009, and the needed follow up action thereon, there will be an **emergency meeting of the Admn Heads of Departments and Heads of Departments in the Secretariat Conference Hall on 4th November, 2009 at 3.00 PM.**


(LALTHARA)
Chief Secretary

No.NGO-12/2009

Dated the 30th October, 2009

Copy to:

1. Secretary to the Governor, Raj Bhavan, Kohima
2. OSD to CM, Nagaland.
3. PS/PPS to all Ministers/Parliamentaries/Advisers
4. All AHODs in Secretariat
5. All HODs
6. All Newspapers in Nagaland


(LALTHARA)
Chief Secretary

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*Mr Singh A.D. to
please attend.*

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Some important follow-up action to be taken by various departments in view of the retirement of large numbers of Govt. employees under the Nagaland Retirement from Public Employment (Second Amendment) Act, 2009.

1. In case of retirement of Head of Department:

- (i) The concerned department has to take immediate action to make arrangement to give current charge of Head of Department to the immediate senior-most officer in the department and thereafter formal proposal be moved for obtaining ex-post facto approval of the competent authority.
- (ii) While taking over charge the concerned officer shall ensure that all important documents/records are duly checked and taken over by obtaining signature of the relieved officer.
- (iii) The officer taking over current charge of Head of Department shall carry on the day to day function of routine nature only. For any major decision the matter shall have to be referred to the Administrative Department concerned.

2. In case of retirement of DDOs/Cashiers:

- (i) The Head of Department shall immediately authorize/declare another officer as DDO/cashier for that establishment. The declaration of DDO shall be done under the provision of rule 142 of CTR under intimation to the concerned Treasury Officer and Bank.
- (ii) While taking over charge the new DDO/Cashier shall ensure that following important records/documents are duly verified, signed by both the relieved and relieving officers and taken over physically.
 - (a) Cash Book duly up-dated and cash analysis done.
 - (b) Physical cash balance, if any, to be verified and taken over.
 - (c) Contingency bill Register, pay bill register, stock register, etc.
- (iii) The new DDO shall furnish his specimen signature duly attested by Head of Department/Office to the concerned Treasury Officer and Bank.

3. Documents to be processed for pension and other retirement benefits:

- (i) LPC from the concerned DDO/Treasury Officer as the case may be
- (ii) Clearance Certificates:
 - (a) From Concerned Department regarding vacation of Govt. quarters.
 - (b) From Power Department regarding clearance of electricity bill.
 - (c) From PHE Department regarding clearance of Water Supply bill.

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reference etc.
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- (d) From Estate Officer regarding departmental furniture.
- (e) From Housing and Home Department for House Building Advance and Conveyance Advance.
- (iii) Application to be submitted by the retiring employees for final withdrawal of GPF in prescribed form which will be available in the departmental offices.
- (iv) Application for leave encashment to be supported by Leave Admissibility Certificate issued by A.G./Head of Office, as the case may be.
- (v) Application for withdrawal of accumulation under Group Insurance Scheme to be submitted to the Head of Department.

For Pension:

- (i) Form-1 : Nomination for Gratuity.
- (ii) Form-3 : Detail of Family Members
- (iii) Form-5 : Application for sanction of pension.
- (iv) Form-7 : Form for assessing pension and gratuity. This shall include complete detail of service, personal bio-data and detail of pay and emoluments etc.
- (v) Service Book duly completed and signed by Head of Office.
- (vi) 2(Two) sets of specimen signature duly attested by the DDO/HOD.
- (vii) 3(three) sets of passport size joint photograph with spouse duly attested by gazetted officer.
- (viii) 2(two) sets of Descriptive Rolls stating the particulars of height and personal identification mark duly attested by departmental gazetted officer.
- (ix) Application for commutation of pension in prescribed form.

All the requisite forms will be available in the offices of Head of Department.

The Head of Department (in case of non-gazetted officers) and Administrative Head of Department (in case of Gazetted Officers) shall forward the completed pension papers, duly signed, to the Accountant General for issue of PPOs.

**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

Dated the 30th October 2009

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

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

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In relevant
file.
21/11/09