

GOVERNMENT OF NAGALAND
PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT
(ADMINISTRATIVE REFORMS BRANCH)
NAGALAND: KOHIMA

No.AR-3/GEN-174/2007 (PT)

Dated: Kohima, the 5th June, 2024

OFFICE MEMORANDUM

Sub: Format for issue of Release Order for employees who demits the Office other than Retirement due to Superannuation or Length of Service

Instances have come to the notice of the Government where multiple release orders in different formats are issued for employees who demit the office due to reasons other than retirement due to superannuation or length of service.

There have also been instances where no release orders are issued leaving the Government with no updated record of the incumbent and the post occupied.

Therefore, all cases where the incumbent demits the office due to voluntary retirement, termination from service, invalid pension, forced retirement or death in office, or any other cases other than retirement due to superannuation or length of service, the Department concerned shall issue a release order within two months of the incumbent demitting the office in the format given in **Annexure- A**

All existing instruction on retirement issued vide Office Memorandum No. No.AR-3/GEN-174/2007 (PT), dated 20.03.2023 on revised format and procedure for Superannuation Retirement will continue to operate and shall have the same effect.

Sd/- ANOOP KHINCHI, IAS

Commissioner & Secretary to the Govt. of Nagaland.

No.AR-3/GEN-174/2007 (PT)

Dated: Kohima, the 5th June, 2024

Copy to:

1. The Secretary to the Governor of Nagaland, Raj Bhavan, Kohima
2. The Principal Secretary to Chief Minister, Nagaland, Kohima.
3. The SPS to Deputy Chief Ministers, Nagaland, Kohima.
4. The PPS to Chief Secretary, Nagaland Kohima
5. The Administrative Heads of Department, Nagaland, Kohima.
6. The Principal Accountant General, Nagaland, Kohima
7. All Heads of Department, Nagaland.
8. All Nagaland Houses, Delhi, Kolkata, Shillong, Guwahati
9. All Deputy Commissioners, Nagaland.
10. The Director, IT&C for uploading in the State Portal and the P&AR website
11. The Publisher, Nagaland Gazette, for publication in the next issue.
12. Office copy.


(WEKU ZHIEMI)NCS

Under Secretary to the Govt. of Nagaland

GOVERNMENT OF NAGALAND
DEPARTMENT
NAGALAND: KOHIMA

No. _____

Dated : Kohima, _____

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, wok-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, _____

Copy to:-

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.