

GOVERNMENT OF NAGALAND  
FINANCE DEPARTMENT  
ESTABLISHMENT BRANCH (ROP CELL)

OFFICE MEMORANDUM

No. FIN/ESTT-4/2011

Dated: 5<sup>th</sup> May, 2025

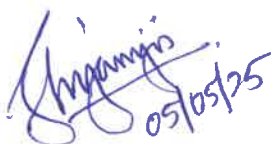
**Subject: Fixation of pay upon conversion of fixed paid Work-charged & Casual employees to scale of pay.**

1. Vide Personnel & Administrative Reforms Department Office Memorandum No. AR-3/GEN-67/2001 dated 5<sup>th</sup> March 2025, all fixed paid Work-charged & Casual employees whose names have been duly verified by the District Level Verification Committee and registered in PIMS were granted scale of pay as per the provision under O.M. No. AR-3/GEN-201/2009 dated 17<sup>th</sup> March 2015 with effect from 01.04.2025.
2. The method for fixation of pay for these categories of employees was endorsed to the Finance Department. The matter has been examined and the fixation of pay shall be carried out in the following manner:
  - (i) The pay shall be worked out by adding the initial of the pay band and the grade pay. The figure so arrived shall be the basic pay. Details of pay fixation is provided at illustration-I.
  - (ii) House Rent Allowance @10% of the pay band (without grade pay) shall be admissible to those who are not provided with Government accommodation.
  - (iii) Medical allowance shall be admissible at a fixed rate of Rs.300/- p.m.
  - (iv) No other allowances shall be admissible.
  - (v) Annual increment shall be 3% of basic pay. The figure so arrived shall be rounded to the next multiple of 10. Annual increment shall be admissible on 1<sup>st</sup> January each year provided the incumbent have been in the revised pay for a period of at least 6 (six) months.
  - (vi) MACP scheme shall not be applicable to these categories of employees.
3. Classification of post in the recommended pay band and grade pay is enclosed at Annexure-A:

Sd/-

(Sentyanger Imchen)

Additional Chief Secretary & Finance Commissioner



No. FIN/ESTT-4/2011

Dated: 5<sup>th</sup> May, 2025

Copy to:

1. The Secretary to the Governor of Nagaland, Raj Bhavan, Kohima
2. The Commissioner & Secretary to the Chief Minister, Nagaland.
3. The Deputy Secretary to the Chief Secretary, Nagaland, Kohima.
4. All Administrative Head of Departments/Head of Departments for information and necessary action.
5. The Principal Accountant General (A&E), Nagaland, Kohima.
6. The Principal Director, Directorate of Treasuries & Accounts, Nagaland, Kohima.
7. The Commissioner & Secretary, IT&C department, with the request to post this on the official website of the Government of Nagaland.
8. The Publisher, Nagaland Gazette, Nagaland, Kohima for publication.
9. The Computer Cell, Finance Department, Nagaland, Kohima.
10. Guard file.



(Thejangulie)  
Sr. Research Officer

Illustration on fixation of pay as on 01.04.2025

A) Casual LDA

1. Revised pay band : PB-II 3500-20000
2. Grade pay : Rs.2000
3. Revised Basic pay : 3500 + 2000  
: 5500
4. HRA : 350 (10% of pay band)
5. Medical Allowance : 300
6. Total emolument : Rs.6150
7. DNI : 01.01.2026
8. Basic pay after grant of increment : Rs.5670  
(3% rounded to the next multiple of 10)

B) Casual MTS

1. Revised pay band : PB-I 3000-15200
2. Grade pay : Rs.1300
3. Revised Basic pay : 3000 + 1300  
: 4300
4. HRA : 300 (10% of pay band)
5. Medical Allowance : 300
6. Total emolument : Rs.4900
7. DNI : 01.01.2026
8. Basic pay after grant of increment : Rs.4430  
(3% rounded to the next multiple of 10)

  
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Classification of posts in the recommended pay band and grade pay:

Sl. No	Recommended pay band and grade pay		Employees covered
	Pay band	Grade pay	
1	PB-I 3000-15200	1300	MTS (Peon, Chowkidar, Sweeper, Mali), Attendant, Cook, Dark Room Asst., Watchman, Khalasi, Dak Runner, Gate Keeper, Mason Helper, Mechanic Helper, Carpenter Helper, Painter Helper, Fitter Helper, Plumber Helper
2	PB-I 3000-15200	1400	Handyman, Duftry, Ferro Painter, Jugali
3	PB-II 3500-20000	1700	Driver Gr-II, Mechanic Gr-III, Carpenter Gr-II, Mason, Painter, Bill Assistant, Fitter Gr-II
4	PB-II 3500-20000	1900	LDA (District), Tracer, Tractor Driver, Store Keeper, Welder.
5	PB-II 3500-20000	2000	LDA (Directorate), Fitter Gr-I, Surveyor Gr-III, Lab. Assistant, Carpenter Grade-I, S.A. (untrained), Asst. Electrician, Computer Gr-III, Draughtsman Gr-III, Mechanic Gr-II, Plumber
6	PB-II 3500-20000	2200	Electrician, SA (trained), Bulldozer operator, Mechanic Gr-I, Welder, Fitter Gr-I, Asst. Silt Analyst, SBO, Meter Tester, Bill Assistant Gr-I, Meter Reader Gr-I
7	PB-II 3500-20000	2300	S.O. II, Computer-II, Draughtsman Gr-II, Surveyor Gr-II, Line Foreman, Sr. Meter Tester, CBO, Drill Operator, Duty Clerk, Silt Analyst, Statistical Asst.,
8	PB-II 3500-20000	2500	Foreman Gr-I, Draughtsman Gr-I, S.O-I, Computer-I, Supervisor Gr-I, Surveyor Gr-I, Overseer Gr-I, Meter Inspector, Steno. Gr-III

*Shyamji*  
05/05/25

32

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

No. AR-3/GEN-67/2001

Dated Kohima, the 5<sup>th</sup> March' 2025

**OFFICE MEMORANDUM**

**Sub: Conversion of Wages of Work-Charged & Casual Employees to scale pay as per Revision of Pay (ROP) 2015.**

On the recommendation of the Nagaland Work-Charged and Casual Employees Commission and in pursuance of the Cabinet's decision conveyed vide letter No. CAB-1/14/2023 dated 25<sup>th</sup> February 2025, all Work-Charged and Casual employees in all the Departments, whose names have been duly verified by the District Level Verification Committee and registered in PIMS, receiving fixed pay shall be granted scale of pay as per the Revision of Pay, 2015 with effect from 01.04.2025.

Therefore, all Departments having Work-Charged and Casual employees are directed to expedite the conversion accordingly.

**Sd/- Dr J. ALAM, IAS**

Chief Secretary to the Govt. of Nagaland

Dated Kohima, the 5<sup>th</sup> March' 2025

No. AR-3/GEN-67/2001/259

Copy to:

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Commissioner & Secretary to the Chief Minister, Nagaland, Kohima.
3. The Sr PS/PS to Deputy Chief Minister, Nagaland, Kohima.
4. The Sr PS/PS to Speaker, Nagaland Legislative Assembly, Kohima.
5. The Sr. PS/PS to all Ministers/Advisors, Nagaland, Kohima.
6. The PPS to the Chief Secretary, Nagaland, Kohima.
7. The Chairman, Work-Charged and Casual Employees Commission, Nagaland, Kohima.
8. All Administrative Heads of Departments, Nagaland, Kohima.
9. All Heads of Departments, Nagaland.
10. The Director, IT&C with a request to upload in P&AR Department's website.
11. The Publisher, Nagaland Gazette for publication in the official Gazette.
12. Office copy.

  
**(WEKU ZHIEMI) NCS**

Under Secretary to the Govt. of Nagaland