

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

No.AR/Gen-6/410/2023 / 11

Dated : Kohima, the 2<sup>nd</sup> July, 2025

**OFFICE MEMORANDUM**

**Sub:- Extraordinary Leave benefit for new Government appointees**

1. Extraordinary Leave (EOL) for study may be availed by Government employee for a period of 1 (one) year, who are appointed to posts under various Departments upon the recommendation of NPSC/NSSB or any other recruiting agency of the Government.
2. The benefit of EOL for study leave may be availed by all employees who are appointed on regular basis on the recommendation of NPSC/NSSB or any other recruiting agency of the Government.
3. Upon appointment, the incumbent will be given an option to apply for EOL for a period of 1 (one) year from the date of appointment.
4. The benefits of right to EOL will include
  - a) Retention of the Posts in the respective cadre/Department.
  - b) Retention of Seniority in the concerned cadre/ Department.
    - i. *In case of cadres where marks scored during the training period is accounted for, to determine seniority, the incumbent will have to compulsorily complete the training immediately after joining the service. The marks scored in the training by the incumbent will be accounted to determine his/her seniority in the batch.*
    - ii. *The incumbent will lose his/her seniority in the event of him/her joining the service after his/her batch mates are promoted.*
  - c) Retention of increments/ incentives, pension and all financial benefits given to the employees in the same rank and cadre, upon joining the post.
5. The benefits of EOL does not extend to the following;
  - a) The incumbent will not be entitled to Salary and any other financial benefit during the period of EOL.
  - b) The incumbent will not get the benefit of Government accommodation, Vehicle or any other benefit given to a regular Government employee.
  - c) The incumbent is subject to attain all compulsory Trainings of the post or cadre upon joining the Service.
  - d) The period of EOL will not be counted for calculation of minimum qualifying years for the next promotion.

6. The incumbent, upon being granted EOL for a period of 1 (one) year will have to compulsorily submit a joining letter after the expiry of leave, to the Department, without which the posts retained will be terminated.

7. The Department shall not advertise the post held by the incumbent as long as the employee is on EOL or until the expiry of the EOL period.

8. The incumbent must compulsorily sign an undertaking with the parent Department as per the proforma format enclosed herewith.

**Sd/- DR. J. ALAM, IAS**  
Chief Secretary to the Govt. of Nagaland  
Dated : Kohima, the 2<sup>nd</sup> July, 2025

No.AR/Gen-6/410/2023

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Commissioner & Secretary to the Chief Minister, Nagaland, Kohima.
3. The P.S to the Deputy Chief Minister, Nagaland, Kohima.
4. The P.S to all Ministers, Nagaland Kohima.
5. The Deputy Secretary to the Chief Secretary, Nagaland, Kohima.
6. All AHODs/HODs for necessary compliance.
7. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
8. The Secretary, NPSC/NSSB/Nagaland Lokayukta/Nagaland Information Commission.
- ✓ 9. The Director, IT&C Department, Nagaland, Kohima for uploading in the State portal
10. Office copy.

  
**(RENBONI MOZHUI)NCS**  
Secretary to the Govt. of Nagaland

## UNDERTAKING

(by the Government Servants)

I hereby undertake that in lieu of my appointment to the post of..... in the  
.....Department and my application of Extra ordinary Leave

I shall abide by the terms and condition of the P&AR O.M..... Dt..... and my post  
shall be retained in the ..... Department for a period of 1 (one) year. I shall either  
join the .....post under.....Department on or before the expiry of my service  
lien ,or resign from ..... Department at the end of the EOL period.

I shall have no claim to the posts upon my service being terminated on non-submission of my  
joining report before the expiry of the lien period

Place.....

Name & Signature.....

Date.....

Designation.....