GOVERNMENT OF SIKKIM
FINANCE DEPARTMENT
TASHILING SECRETARIAT
BLOCK -B
GANGTOK

No 03(cir)Fin/Adm Dated: 05/09/2026

CIRCULAR

Adoption of Uniform Format of Accounts by Autonomous Bodies, Societies, Boards, PSUs, Authorities and Other Institutions receiving Government Grants.

It has been observed that different Autonomous Bodies, Societies, Boards, Authorities and other Government-funded institutions presently follow varying formats for preparation and presentation of their annual accounts. The absence of a standardized accounting framework hampers uniform financial reporting, effective financial oversight, timely audit, and meaningful comparison of financial statements.

In order to ensure consistency in accounting practices and to strengthen financial governance, the Government hereby directs that all Autonomous Bodies, Societies, Boards, Authorities, and other institutions financed by the Government of Sikkim shall adopt the **Uniform Format of Accounts (UFA)** based on the format prescribed by the Controller General of Accounts (CGA), Government of India (https://www.scribd.com/document/220231405/Uniform-Format-of-Accounts-for-Central-Automnomous-Bodies).

1. The accounts shall be maintained on the **Accrual Basis of Accounting**, unless otherwise specifically permitted by the Finance Department.
2. All grants received from the Government shall be accounted for in accordance with the prescribed accounting policies contained in the Uniform Format of Accounts.
3. The annual accounts shall be prepared and approved within the prescribed timelines and submitted for audit in accordance with the applicable statutory provisions.
4. Administrative Departments shall ensure compliance with this Circular by all Autonomous Bodies, Societies, Boards, Authorities and Institutions under their administrative control.
5. The Heads of Institutions shall be personally responsible for ensuring

6. Any deviation from the prescribed Uniform Format of Accounts shall require the prior approval of the Finance Department.
7. The Annual Audited Accounts, together with the Audit Report, Annual Report and Action Taken Note on audit observations, wherever applicable, shall be submitted to the Finance Department and the o/o the Accountant General, Sikkim, **within six months from the close of the financial year, i.e. by 30th September of each subsequent year after the same is passed by the Board.**
8. The Administrative Department shall monitor the progress of finalization and audit of accounts every year and ensure that no pendency occurs.

9. Release of Grants-in-Aid, equity support, loans, guarantees, or any other financial assistance by the Government may be linked to the submission of the latest Annual Audited Accounts, except where otherwise specifically exempted by the Finance Department.

This circular shall come into force with effect immediately and all Annual Accounts for the financial year 2026-2027 onwards shall be prepared in accordance with the Uniform Format of Accounts.

The Administrative departments shall ensure strict compliance of this circular by all Autonomous Bodies, Societies, Boards, Authorities and other Government -funded institutions under their administrative control.

Controller of Accounts-cum Secretary
Finance Department
Government of Sikkim

Copy to :
1. All Head of Departments
2. Accountant General, Sikkim, Lekha Parishak Bhawan, Deorali
3. Officers of Finance Department
4. Principal Director, Treasury Pay & Accounts Office
5. Financial Advisor in the departments
6. IT Division, Finance Department, for uploading in the website
7. File &
8. Guard File