



**FINANCE DEPARTMENT  
GOVERNMENT OF SIKKIM**

**NO. 03 /FIN/ADM**

**Dated:27/06/2020**

**Circular**

Reference circular No. 2/FIN/ADM, Dated:-06/06/2022, the training schedule of DDOs and the subordinate staffs on usage of DDO Services of SIFMS V2.0, Pranali is notified as under.

- 1. Date Schedule and batches of Trainees**
  - I. 1<sup>st</sup> Batch 4<sup>th</sup> July 2022 to 5<sup>th</sup> July 2022. List of trainees in Schedule –I
  - II. 2<sup>nd</sup> Batch 6<sup>th</sup> July 2022 to 7<sup>th</sup> July 2022. List of trainees in Schedule –II
  - III. 3<sup>rd</sup> Batch 11<sup>th</sup> July to 12<sup>th</sup> July. List of Trainees in Schedule-III
  - IV. 4<sup>th</sup> Batch 14<sup>th</sup> July to 15<sup>th</sup> July. List of Trainees in Schedule –IV
  - V. 5<sup>th</sup> Batch 18<sup>th</sup> July to 19<sup>th</sup> July. List of Trainees in Schedule-V
  - VI. 6<sup>th</sup> Batch 20<sup>th</sup> July to 21<sup>st</sup> July. List of Trainees in Schedule VI
  - VII. 7<sup>th</sup> Batch 25<sup>th</sup> July 2022 to 26<sup>th</sup> July 2022. List of Trainees in Schedule VII
  - VIII. 8<sup>th</sup> Batch 27<sup>th</sup> July 2022 to 28<sup>th</sup> July 2022. List of Trainees in Schedule VIII
  - IX. 9<sup>th</sup> Batch 29<sup>th</sup> July 2022 (Staffs of schools under Education Department) List of Trainees in Schedule IX
- 2. Venue:** - The venue of the training is Ampitheatre (computer lab) of Sikkim Manipal Institute of Technology, Majhitar, Rangpo, District Pakyong. The time schedule for the training is 10.00 AM to 4.30 PM (Strictly).
- 3. Accomodation:** will be made available in the SMIT campus for those Trainees who have opted for accomodation while filing their nomination. Light bedding is provided by the SMIT Administration. Trainees can opt to bring ther additional linen as per their comfort.
- 4. Lunch and refreshments:** Lunch and refreshment during the training day shall be provided by Finance Department. Candidates availing accomodation facilities, the breakfast and dinner are available on payment basis. The respective departments are required to reimburse the expenses on TA/DA, etc as per entitlement on submission of claims by the employee/Trainee with supporting vouchers.
- 5. Issue of ID Cards:** ID cards shall be issued to all candidates as per the schedule(i.e on the 1<sup>st</sup> day of the training of each batch) at SMIT Campus.Only registered candidates with ID cards are allowed to enter the campus.

6. The Heads of offices are required to depute their trainees in accordance with the batches specified herein. The Heads of Accounts are also requested to ensure that all the trainees are deputed to the aforesaid training in accordance with the prescribed schedule. A copy of the departmentwise attendance of the trainees shall be forwarded to the respective heads of department for information and needful actions.
7. **Caution:-** Each trainee have to carefully read the instructions herein alongwith the schedules containing name list of trainees and reach the venue strictly in accordance to the date slot allotted to them.
8. **Disclaimer:** The names printed in ID cards and indicated in the Schedules notified herein are prepared as per the information filled in by the concerned employee. The finance department bears no liability in case of any mistakes in name, designation etc.

Sd/-  
Additional Chief Secretary  
Finance Department  
File No.10/96/FIN/BUD

Memo No. 10-16/FIN/Adm

Dated: 27/06/2022

1. All Heads of Departments with request to instruct the D&DOs and their Subordinates for compliance.
2. All Heads of Offices.
3. All Heads of Accounts/RCOs in respective departments
4. All Heads of Treasuries for circulating information
5. All Drawing and Disbursing officers
6. Under Secretary, Finance Department (HQ) for circulation of information to the respective, HODs, HOOs, Heads of Accounts, D&DO by all means.
7. IT Cell Finance Department for hoisting in official website.

  
Secretary cum Controller of Accounts  
Finance Department