



**GOVERNMENT OF SIKKIM
FINANCE, REVENUE AND EXPENDITURE DEPARTMENT
GANGTOK - 737101**

No. 11/Fin/Adm

Dated: 10.09.2012

CIRCULAR

Number of files addressed/marked to various line departments not being routinely collected are left unattended at the Central Diary counter under Finance, Revenue & Expenditure Department. With limited manpower for outdoor duties under Finance, Revenue & Expenditure Department and added with the numerous departments in the Government administration, delivery of files to individual departments is difficult to manage.

Therefore, it is desired and requested that the departments depute their personnel performing out-door duties periodically to central diary counter at FRED for collecting file/s. This will take care present felt delays in delivering files and the resultant administrative inconveniences.

BY ORDER

**SD-/
(M.G.KIRAN)
COMMISSIONER-CUM-SECRETARY
FINANCE,REVENUE & EXPENDITURE DEPARTMENT**

Memo No. 711-715/Fin

Dated: 10.09.2012

Copy for information to:

- 1) All Heads of Departments, Government of Sikkim,
- 2) Registrar General of High Court of Sikkim
- 3) PPS to Chief Secretary to the Government of Sikkim
- 4) All officers of FRED
- 5) Guard File and
- 6) File

**DIRECTOR OF ACCOUNTS
FINANCE,REVENUE & EXPENDITURE DEPARTMENT**