



No. 177 / Fin/Adm.

Dated: 23/11/18

OFFICE ORDER

In view of recent transfers and promotion in the Department, the distribution of works and assignments are hereby re-allocated as under in supersession of to all Office Orders issued on the subject. The concerned officers shall dispose of the proposals through proper channel under each section through Principal Directors concerned who shall submit the files for review to the Controller of Accounts and to the Additional Chief Secretary, unless specifically assigned.

1. **Shri M.K.Sharma, Principal Director-I (Accounts/General Administration)**
 - A. He shall head the Accounts & Administration Divisions of the Department
 - B. He shall be responsible for Analysis of Civil Accounts as well as review of receipts and expenditure. He shall also supervise the matters relating to funds operated outside the Government Accounts. Final disposal of all matters referred to FRED relating to Declaration of Drawing & Disbursing Officer, Heads of Offices and time barred & lost cheques.
 - C. He shall be responsible for Compilation, analysis and realization of revenue receipts of the State Government.
 - D. He shall deal with all matters relating to references made by various departments on legal issues.
 - E. He shall supervise all matters relating to Trainings & Examinations.
 - F. He shall supervise the pending issues with office of the Principal Accountant General relating to unadjusted Advance Contingent Bills, Utilizations Certificate and other matters brought to the notice of the Government.
 - G. He shall supervise all administrative matters of the Department including the service matter of SF&AS, SSAS.
 - H. He shall be responsible for amendments to rules, interpretations of Rules, Notifications and orders issued by FRED and matters referred to Finance, Revenue & Expenditure Department.
 - I. He shall deal with all correspondence relating to GST.
 - J. He shall supervise the matters relating to general correspondence of the department which are not specifically allotted to others.
 - K. All correspondences relating to E-payment, E-Governances, National Pension Schemes of GOI.
 - L. He shall also examine the files of following Departments;
 - 1) Building & Housing Department.
 - 2) Police Department.
 - 3) Energy & Power Department.

- 4) Horticulture & Cash Crop Development Department.
- 5) Tourism & Civil Aviation Department.
- 6) Election Department.
- 7) Food Security and Agriculture Development Department.
- 8) Home Department including Judiciary.
- 9) Vigilance Department.
- 10) Mines, Mineral & Geology Department.
- 11) Animal Husbandry Livestock F & Vet. Services Department.
- 12) Skill Development Department.
- 13) Land Revenue & Disaster Management Department.
- 14) Transport Department.

M. He shall be assisted by the following Officers;

- i) Shri Raj Kumar Yadav, IAS, Additional Secretary,
- ii) Mrs. Persis G. Lucksom, Additional Director (Accounts),
- iii) Shri Chopel T. Lachungpa, Joint Director,
- iv) Shri P.K. Chettri, Deputy Director cum DDO,
- v) Shri Depen Sharma, Deputy Secretary (I),
- vi) Shri D.W. Bhutia, Deputy Secretary (II),
- vii) Shri B.M. Karki, Accounts Officer (Service),
- viii) Shri Rajen Chettri, Assistant Director (IT),
- ix) Shri S.C. Subba, Under Secretary.

2. Shri Raj K. Yadav (IAS), Additional Secretary (Adm.)

- 1) He shall submit all files to the Principal Director in discharge of his duties as assigned to him otherwise specifically indicated in this order.
- 2) He shall look after administrative matters except Sikkim Subordinate & Accounts Service(SSAS).
- 3) He shall assist Finance Commission Division for the work relating to 15th Finance Commission as and when required.
- 4) He shall function as Vigilance Officer of the Department.
- 5) He shall attend all DPC meetings where ever necessary.
- 6) He shall act as SPIO of the FRED (HQ).
- 7) He shall act as Nodal Officer in FRED for Compilation, Analysis and Realization of Revenue Receipts of the State Government.
- 8) All matters relating to E-payment E-Governances, National Pension Schemes of GOI and correspondences relating thereto.
- 9) He shall deal with all Legal matters relating to FRED and references made by various departments on legal issues.
- 10) He shall be assisted by the following team of Officers;
 - i) Shri Depen Sharma, Deputy Secretary(I).
 - ii) Shri D.W. Bhutia, Deputy Secretary(II).
 - iii) Shri Subash C. Subba, Under Secretary.

**3. Shri Govind Prasad Kaushik, Principal Director-II
(Audit/Loans/PGIPF/Treasury, Pay & Accounts)**

- A. He shall head the Internal Audit Division and Local Fund Audit Division of the Department and shall be responsible for Monitoring of Audit Inspection reports of various departments and Draft Audit Reports forwarded by office of the Principal Accountant General. He shall be responsible for obtaining necessary replies of the departments on Audit Reports, Appropriation Accounts and other documents presented in the State Legislative Assembly.
- B. He shall arrange to present separate Audit Reports of PSUs to the State Legislative Assembly in close coordination with office of Principal Accountant General.
- C. He shall represent the Finance, Revenue & Expenditure Department in Public Accounts Committee meetings in absence of Principal Secretary, Finance.
- D. He shall supervise the matters relating to functioning of Loans Division.
- E. He shall supervise the matter related to proper functioning of PGIP Division and Treasury, Pay & Accounts Division.
- F. He shall attend all matters relating to Financial Institutions (Both Banking & Non-Banking).
- G. Any matter/files specifically referred to him by the competent authority.
- H. All matters relating to State Level Bankers Committee, State Level Co-ordination Committee & Non-Banking Institutions.
- I. He shall supervise the implementation of SIFMS.
- J. He shall examine the files pertaining to the following departments;
 - 1) Department of Personnel AR & TRG.
 - 2) Human Resource Development Department.
 - 3) Labour Department.
 - 4) Information & Public Relation Department.
 - 5) Roads & Bridges Department.
 - 6) Sikkim Public Services Commission.
 - 7) Water Security & Public Health & Engg. Department.
 - 8) Sikkim Legislative Assembly (SLA).
 - 9) DPER & NECAD & DESME Department.
 - 10) Sports & Youth Affairs Department.
 - 11) Information & Technology Department.
 - 12) Commerce & Industries Department.
 - 13) Cultural Affairs & Heritage Department.
- K. He shall be assisted by following Officers:
 - i) Shri Chopel T. Lachungpa, Joint Director (Nodal Officer, Loans & Advances),
 - ii) Shri P.K. Chettri, Deputy Director (Accounts),
 - ii) Shri B.M. Karki, Accounts Officer (Loan),
 - iv) Mrs. Anjali Rai, Private Secretary,
 - v) Shri Rajen Chettri, Assistant Director (IT).

4.. **Shri Aruni Chakraborty, Principal Director, III (Budget)**

- A. He shall head Budget Division of the Department.
- B. He shall supervise the release of resources to the departments.
- C. He shall be in-charge of Debt Management of State Government.
- D. He shall also monitor the Government Investments other than Market borrowings.
- E. He shall monitor & supervise the Receipts of Fund from Government of India, maintaining the requirements of Government Guarantee & Monitoring of daily Cash balances
- F. He shall be responsible for timely preparation of budgetary documents for submission to the State Legislative Assembly.
- G. Matters relating to PFMs and to provide Secretarial support to State Advisory Group (SAG) on PFMS.
- H. Presentation of Finance & Appropriation Accounts & CAG Reports to the State Legislative Assembly.
- H. He shall be assisted by the following Officers;
 - i) Shri Raj Narayan Pradhan, Additional Director & Nodal Officer for PFMS.
 - ii) Miss Arpana Naomi Rai, Joint Director.
 - lii) Shri Nawang Bhutia, Assistant Director.

5. **Shri Benu Kumar Mukhia, Principal Director-IV, (FCD/FRBM)**

- A. He shall be responsible for submission of documents/details required and requisitioned by the 15th Finance Commission and monitoring/implementation of its recommendations.
- B. Matter relating to compliance & implementation of Indian Income Tax Act, 1961 in Sikkim and filing of returns by D&DOs.
- C. All matters relating to State Finance Commission & monitoring/implementation of its recommendations.
- D. He shall also examine the files pertaining to following Departments.
 - 1) Urban Development & Housing Department.
 - 2) Health Care, HS and Family Welfare Department.
 - 3) Rural Management and Development Department.
 - 4) Water Resource & Development Department.
 - 5) Ecclesiastical Department.
 - 6) Central Information Commission.
 - 7) Law & Parliamentary Affair Department.
 - 8) Printing & Stationery Department.
 - 9) Co-operation Department.
 - 10) Food & Civil Supplies Department.
 - 11) Forest, Environment & Wild Life Management Department.

- 12) Raj Bhawan.
 - 13) Science & Technology Department.
 - 14) Social Justice, Empowerment and Welfare Department.
- G. He shall be assisted by following team of officers:-
- i) Shri. Linus Rai, Additional Director (FCD/FRBM).
 - ii) Shri Tashi Tshering Tamang, Joint Director(FCD).
 - ii) Shri Ashok Sharma, Deputy Director(FCD)

File & Correspondences relating to the subject matters should be submitted to concerned Principal Director by the Central Diary.

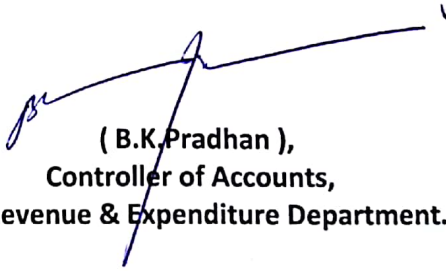
Sd/-
(V.B.Pathak)IAS,
Principal Secretary,
Finance, Revenue & Expenditure Department.

Memo No. 906-12.....Fin/Adm

Dated : 23/11/2018

Copy for information and necessary action to:

1. All Officers of Finance, Revenue & Expenditure Department,
2. Director, Treasury, Pay & Accounts Office,
3. Director, Pension/PGIPF,
4. Director, Internal Audit/Local Fund Audit,
- ✓ 5. Assistant Director, IT for hosting in departmental Website,
6. Central Diary,
7. Office copy.


(B.K.Pradhan),
Controller of Accounts,
Finance, Revenue & Expenditure Department.