



No. 357 / Fin/ Adm.

Dated: 11/12/17

OFFICE ORDER

The following officers of Sikkim Finance & Accounts Service working under different departments are invited for discussion on different aspects of the functions of D&DO and RCOs in respective departments and placing the functional requirements for incorporating the process flow in the development of new version of Sikkim Integrated Financial Management System (SIFMS V 2.0). The functional requirements are to be placed strictly in accordance with the prescribed rules & procedure in force.


Resource Controlling Officers/DDO:-

1. Shri. Kumar Bardewa, Additional Director, Accounts RM&DD
2. Shri. Bhola Sharma, Chief Accounts Officer, Roads & Bridges Department
3. Shri. Norbu Dadul, Chief accounts Officer, Forest Env. and WL department
4. Shri. Kalyan Dewan, Chief Accounts Officer, HRDD
5. Shri. Binod Sharma, Chief Accounts Officer, Power & Energy Department
6. Shri. Subash Pradhan, Chief Accounts Officer, SJED
7. Shri. Bhoj Raj Pradhan, Sr. Accounts officer cum D&DO, Home department
8. Shri. Pushpa Kr. Chettri, Sr. Accounts officer Cum D&DO, FRED
9. Shri. Laxmi Das Rai, Sr. Accounts Officer cum D&DO, HRDD East District.
10. Shri. Ravi Sharma, Sr. Accounts Officer Cum D&DO, Raj Bhawan
12. Shri. Dug Tshering Bhutia, Account Officer, District Collectorate, North District
13. Shri. Debnarayan Tamang, Accounts Officer, ZP(E)
14. Shri. Padam Bahadur Chettri, Accounts Officer, Buildings & Housing Department.
15. Shri. B.M.Karki, Accounts Officer cum D&DO, LR&DM
16. Shri Manoj Kumar Tamang, Accounts officer Cum D&DO, IPR

The first round of discussion shall be held as per schedule below and subsequent round of meetings will be notified accordingly.

1st schedule (First round)

Date of Call	Category of Officers	Time	Venue
09/01/2018 and 10/01/2018	RCO and Drawing & Disbursing Officers	10:30 A.M to 4:PM	Finance Revenue & Expenditure Department.

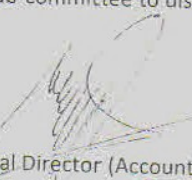

Controller of Accounts
Finance Revenue & Expenditure Department
Government of Sikkim

Dated:

Memo No.

Copy for information to:

1. All Concerned
2. Director Budget, with request to depute one officer from the sub-committee to discuss the budget related requirements from D&Dos & RCOs.
3. Shri Raj kamal Pradhan, Scientist NIC (IT Cell)
4. File & Guard file.


Principal Director (Accounts)
Finance Revenue & Expenditure Department
Government of Sikkim

TERMS OF REFERENCE

DDO/RCO MODULE

The following points/functions handled by DDO/RCO are proposed for discussion in the meeting to be held on 9th & 10th January 2018. The points of reference given below are illustrative of major functions of the DDO and RCO. The DDO /RCO are also requested to add other items/functions (if any) prescribed in the rules and procedures laid by the government if not covered under the points mentioned below:

Since IT-CELL, FRED is in the process of development of new version of Sikkim Integrated Financial Management System (SIFMS V 2.0) we need to have thorough and in depth discussion under each of the points of reference listed below for framing functional requirements of DDO/RCO. On the basis of these discussions Software Requirement Specifications of DDO/RCO module will be prepared.

1. Budgetary

HOD/DDO:

- i. Expenditure Budgeting (Demands for grants)
 - a. Budget Documentation (Nominal Roles etc)
 - b. Reappropriation of Funds
 - c. Surrender of Funds
 - d. Transfer of Funds
- ii. Receipt Budgeting (estimates of receipts)

2. Sanctions

3. Allocation of Resources

4. Billing /e-Bill (Preparation of bill)

5. Receipt of Cheques & epayments (From PAOs)

6. Disbursement of Payments

7. Accounting, Reporting , maintaining book of accounts and disbursement

8. Reconciliation of Accounts with PAO and AG

9. Filing of Returns (TDS,GST)

For any further queries please mail to: newsifms@gmail.com


Assistant Director
Finance, Rev. & Expt. Dept., IT Cell
Government of Sikkim
Gangtok