



O/C



GOVERNMENT OF SIKKIM
FINANCE DEPARTMENT
GANGTOK

Dated: 08/11/2024

No. 1(2)/89-90/Bud/Fin/116/580

To,
The Resource Controlling Officer,

Government of Sikkim.

Subject: Additional fund requirement under Wages for the Financial Year 2024-25 reg:

Madam/ Sir,

I have been directed to inform you that based on the circular no. 9003/GEN/DOP dated 12/09/2024 issued by Department of Personnel for newly appointed employees, kindly direct the concerned officers of your department to fill in the format as per the appendices detailed below.

Further, the filled in format in Hard and Soft copies should be submitted to the Budget Division, Finance Department on or before 30th November, 2024. The soft copies of the same are to be mailed to budgetfred@gmail.com.

Appendix A	Consolidated abstract showing Muster Roll, Consolidated Pay and Time Scale employees.
Appendix A(1)	Details of Muster Roll employees joined after 01.08.2024
Appendix A(2)	Details of arrear of Muster Roll employees joined prior to 01.08.2024
Appendix A(3)	Details of employees appointed on Consolidated Pay joined after 01.08.2024
Appendix A(4)	Details of arrear of employees appointed on Consolidated Pay prior to 01.08.2024
Appendix A(5)	Details of employees appointed on Time Scale of Pay (i.e. Work-Charged/Adhoc/Co-Terminus) joined after 01.08.2024
Appendix A(6)	Details of arrear of employees appointed on Time Scale of Pay (i.e. Work-Charged/Adhoc/Co-Terminus) joined prior to 01.08.2024

Joint Director (Budget)
Finance Department
Government of Sikkim

The format of the appendices is also forwarded via mail. It is kindly requested to strictly ensure submission of complete information with regard to all DDOs pertaining to your department. The departments having any doubts may contact the Budget Division, Finance Department for further clarification.

Thanking You,

Yours' Faithfully,


**Joint Director
(Budget)
Finance Department
Government of Sikkim**

Copy to:

1. Staff Officer to Chief Secretary, for information.
2. Joint Director, IT, Finance Department for uploading in the Department Website.
3. Office Copy.

Enclosed:

1. Appendices as above.

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SECRETARY
GOVERNMENT OF SIKKIM