



**FINANCE DEPARTMENT  
GOVERNMENT OF SIKKIM  
SECRETARIET BLOCK-B, 5<sup>TH</sup> FLOOR**

No. 03/FIN/ADM

Dated: 05/05/2022

**OFFICE MEMORANDUM**

In continuation to O.M.No.05/FIN/ADM, Dated: 23/06/2020 and O.M No.07/FIN/ADM, Dated: 04/08/2020, and with the release of new modules/services of SIFMS Ver.2.0 (Pranali) viz; DDO Services (Civil), RCO Services, Post Budget Services and Administrative Services, the following instructions are issued for compliance by the respective users with immediate effect to facilitate system improvement, smooth transition and usage of the new system SIFMS Ver.2.0 (Pranali).

1. The proposal for a new D&DO registration or change of D&DO shall be referred to Finance Department with the correct details filled in the Annexure- I and II which are appended in this Office Memorandum.
2. The declaration of Resource Controlling Officers in accordance with rule (2) (xviii (a)) of Sikkim Financial Rules 1979, as amended from time to time is to be done by the Head of the Department immediately with intimation to the Finance Department. While intimating the Finance Department the respective department shall forward the office order declaring the Resource Controlling Officer with required details filled in the Appendix-III and IV appended in this Office Memorandum.
3. The Budget Division shall allocate resources in the existing SIFMS and simultaneously in the Post Budget Service under SIFMS Ver.2.0 (Pranali) as per basic functionality available. Any further requirement to be incorporated in the system is to be provided to the IT Cell of Finance Department.
4. The Resource Controlling Officers shall also work with the basic functionality available in the RCO Services. In the event of any technical problem or requirement of additional features, they shall forward their issues and requirements with suggestions for improvements etc, in writing to the Additional Director, SIFMS, Finance Department.
5. The Administrative Division of Finance Department shall use the Administrative Services under SIFMS Ver.2.0 (PRANALI) and existing SIFMS and update the DDO and RCO details while modifying/registering DDO and RCO in both the systems simultaneously as per interfaces provided therein.
6. All expenditure on Salaries and Wage bills of the employees debitible to the consolidated fund of the State (irrespective of Civil & Works) shall compulsorily be prepared and processed through DDO services using the Civil interface provided. The IT Cell in the event of any technical glitch or difficulty faced by the user shall help and facilitate users accordingly to generate bills for salaries and wages.
7. All bills other than salaries and wages pertaining to civil treasuries to be prepared preferably through DDO Services as per the functionality available in the said module. In case incomplete functionality or technical glitch, the D&DO may opt to prepare such bills manually till the addition or rectification for it is completed. In such cases, the DDOs should maintain separate folders to keep such vouchers for easy identification and making entries in the DDO Services in future when that feature is available. The Head of the Accounts Section should ensure that the D&DOs under his/her control are familiarising themselves with the use of the services and functionalities provided till date and the D&DOs keep themselves updated with the new services, which will be added on in a phased manner.

8. Any bill not currently covered by Pranali D&DO services should be intimated to Finance Department with copy of relevant Rules, procedures in force for incorporating it in the DDO Services. Request for inclusion of any bill type/Payment type not supported by relevant Rules shall not be accepted.
9. The work departments like SNT which are not normally involved with civil works shall also use the DDO services at par with other departments, till the works interfaces under DDO services are implemented.
10. All Treasury Pay and Accounts Offices shall ensure compliance that the Salary and Wage bills submitted by D&DOs are compulsarily prepared through DDO Services of SIFMS Ver.2.0 (Pranali).
11. The Finance Department shall perform surprise checks and verify the details of Salary and Wage bills/vouchers not prepared through SIFMS Ver.2.0 (Pranali) by any D&DOs from records of the Accountant General's Office and submit the report to the Additional Chief Secretary Finance Department for further action.

These services of SIFMS Ver.2.0 (Pranali) are newly developed and more features and modules shall be released in due course of time. To ease the transition and complete its implementation, these services are being released early to familiarise users for rectification and improvements. Therefore, though there can be some issues in implementation and other teething problems in initial phases- the Budget Division, RCOs and D&DOs are requested to forward any issues faced by them to the help desk team of SIFMS Ver.2.0 Pranali or write to Additional Director, (SIFMS) for redressal.

Sd/-

(V.B.Pathak, IAS)

Additional Chief Secretary  
Finance Department

**File no.177/FIN/Adm/1041/PT-II**

Memo No.06-20/Fin/Adm

Dated:05/05/2022

Copy for information to:

1. Sr.P.S To Additional Chief Secretary Finance Department.
2. Principal Accountant General Sikkim.
3. Secretary cum Controller of Accounts.
4. All Heads of Departments.
5. All Heads of Accounts posted in Departments.
6. Director, Budget.
7. All Resource Controlling Officers.
8. All Heads of respective Treasuries.
9. Additional Director Accounts.
10. Additional Director, SIFMS.
11. Project Manager, SIFMS Ver.2.0 (Pranali).
12. All Drawing and Disbursing officers.
13. All Officers and officials of Finance Department(HQ).
14. File.
15. Guard file.

  
Additional Director  
Finance Department

DETAILS OF PROPOSED DRAWING AND DISBURSING OFFICER

APPENDIX-I

NAME OF DRAWING AND DISBURSING OFFICER	DESIGNATION	GPF/CPF/14 DIGIT CODE	NAME OF DEPARTMENT	DDO CODE,(IF ALREADY ALLOCATED*)	NAME OF OFFICE WITH DISTRICT	NAME AND DESIGNATION OF OUTGOING DDO IF DDO CODE EXIST (COL 5)	NAME OF THE REPORTING TREASURY FOR RECEIPT/ PAYMENTS	TAN NUMBER OF THE D&DO	PAN NUMBER OF THE OFFICER TO BE REGISTERED AS D&DO	OFFICIAL EMAIL ID(PREFERABLY (GOV.IN))	FUNCTIONAL MOBILE NUMBER
1	2	3	4	5	6	7	8	9	10	11	12

TO BE SIGNED BY HEAD OF DEPARTMENT

Notes \*

1. If an officer is designated as DDO in more than one office simultanuesly, then separate entries for each DDO designated has to be provided. Also ensure that separate email ID for each offices/DDO code is provided.
2. If an officer is designated as DDO and RCO simultanuesly, then entry for DDO should be provided in Appendices I & II. The RCO detail of the same officer should be provided in Appendix III ensuring that separate email ID for each is provided.
3. Copy of Pan Card to be enclosed
4. Copy of TAN Registration Certificate to be enclosed

APPENDIX-II  
STATEMENT SHOWING THE DETAILS OF SEPARATE BANK ACCOUNTS MAINTAINED BY THE D&DO

Sl no	BANK ACCOUNT NO	IFSC CODE, NAME OF BANK AND BRANCH NAME	PURPOSE OF OPENING/KEEPING SEPARATE BANK ACCOUNT	NAME OF SCHEME WITH SCHEME CODE (MAJOR, MINOR, AND DETAILED , IF OPERATED FOR SCHEME)	NAME OF OFFICE AND DDO CODE	WHETHER CONCURENCE OF FINANCE AND AG OBTAINED (YES/NO)	REMARKS
1	2	3	4	5	6		7

NOTE:- Abbreviations to be used against accounts in Remarks Column

- SBS Suspende;- For bank account of the Department maintained by SBS for failed transactions
- SNA;- For bank Accounts related to Single Nodal Agency Accounts
- Revenue - For accounts operated by the department for collection of revenue

DETAILS OF PROPOSED RESOURCE CONTROLLING OFFICER

APPENDIX-III

NAME OF RESOURCE CONTROLLING OFFICER	DESIGNATION	GPF/CPF/14 DIGIT CODE	NAME OF DEPARTMENT	RCO CODE,(IF ALREADY ALLOCATED*)	NAME AND DESIGNATION OF OUTGOING RCO, IF RCO CODE EXIST (COL 5)	OFFICIAL EMAIL ID(PREFERABLY (GOV.IN))	FUNCTIONAL MOBILE NUMBER
1	2	3	4	5	6	7	8

TO BE SIGNED BY HEAD OF DEPARTMENT

Note\*

1. If an officer is designated as RCO in more than one Department simultanuesly, then separate entries for each RCO designated has to be provided. Also ensure that separate email ID for each department is provided.
2. If an officer is designated as DDO and RCO simultanuesly, then entry for DDO should be provided in Appendices I & II. The RCO detail of the same officer should be provided in Appendix III ensuring that separate email ID for each is provided.

APPENDIX-IV  
STATEMENT SHOWING THE DETAILS OF SEPARATE BANK ACCOUNTS (INCLUDING SNA, REVENUE ACCOUNTS) MAINTAINED BY THE RCO

Sl no	BANK ACCOUNT NO	IFSC CODE, BANK NAME AND BRANCH NAME	PURPOSE OF OPENING/KEEPING SEPARATE BANK ACCOUNT	NAME OF SCHEME WITH SCHEME CODE (MAJOR, MINOR, AND DETAILED , IF OPERATED FOR SCHEME)	NAME OF DEPARTMENT AND RCO CODE	WHETHER CONCURENCE OF FINANCE AND AG OBTAINED (YES/NO)	REMARKS
1	2	3	4	5	6		7

NOTE:- Abbreviations to be used against accounts in Remarks Column.

- SBS Suspense;- For bank account of the Department maintained by SBS for failed transactions.
- SNA;- For bank Accounts related to Single Nodal Agency Accounts
- Revenue:- For accounts operated by the department for collection of revenue.