



GOVERNMENT OF SIKKIM
FINANCE, REVENUE AND EXPENDITURE DEPARTMENT
TASHILING SECRETARIAT, BLOCK-B
GANGTOK - 737101
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No.03...../Fin/Adm.

Dated: 13/2/2020

OFFICE MEMORANDUM

Subject: Implementation of New Pay Roll Module of SIFMS Ver.2.0

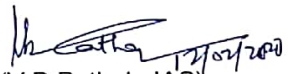
In order to do away with the heterogeneous Pay Roll systems under different platforms as well as manual preparation of salary bills and wage bills and in order to bring the pay roll and muster roll under digital platform, the State Government has decided to implement the Integrated Pay Roll module developed by IT Cell of Finance Department, under SIFMS Ver.2.0 project.

In the first phase of the implementation, Pay Roll and Muster Roll of all government departments under North District shall be covered, along with the major Department viz; Education department, Police Headquarters(PHQ), Health Department and Rural development Department in headquarters and other Districts.

In the second phase all other departments shall included in the integrated pay roll system. The time Schedule of next phase shall be notified in due course.

The respective Pay and Accounts Offices are directed to return such bills pertaining to salary muster roll covered under first phase, which are not prepared through Integrated Pay Roll System from the financial year 2020-21. User training on use of Pay Roll system shall be conducted by IT cell, of Finance Department in the respective Districts. The schedule of training shall be intimated through separate orders. The respective departments should also ensure the internet connectivity in all the offices in the Capital Gangtok as well as offices located in the districts in co-ordination with Information Technology Department and NIC offices in respective places.

By order


(V.B. Pathak, IAS)

Additional Chief Secretary
Finance Department
Government of Sikkim

Copy for Information to:

1. All Heads of Departments
2. Secretary to HCM
3. Secretary-cum Controller of Accounts.
4. Principal PS to Chief Secretary
5. Director, Pay & Accounts Office(HQ)
6. District Collector (East, West, North, South)
7. Additional Director, Budget
8. Project Manager SIFMS Ver.2.0 cum Scientist NIC
9. Dy. Director, IT Cell cum Assistant Project Manager, SIFMS Ver2.0, Finance Department
10. Accounts Officer, cum Member Core Committee, SIFMS Ver.2.0

Requirement for on boarding in Payroll system

Kindly provide us the details for Payroll as mentioned below:-

1. User details for user registration

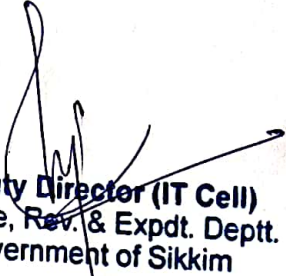
- a. GPF/CPF number/14 digit code
- b. Email Id
- c. Mobile number

2. Office details

- a. Department name
- b. Office name
- c. Section(s) name with linked Budget head(*the section name should be designated section name within the office)

3. NIC issued IP address of machine on which user want to access Payroll

**For any queries kindly mail us in pranalihelp@gmail.com*


Deputy Director (IT Cell)
Finance, Rev. & Expdt. Deptt.
Government of Sikkim