



**GOVERNMENT OF SIKKIM
FINANCE, REVENUE AND EXPENDITURE DEPARTMENT
GANGTOK**

No. 4(370)/2009-10/Fin/1023/13

Dated: 28/11/2012

OFFICE MEMORANDUM

The Sikkim Integrated Financial Management System (SIFMS) had been made operational in all the PAOs and self cheque drawing Departments and was being tested on trial basis in the months of June, July and August 2012. It has been ascertained that the system can now be introduced on trial in real time basis.

Therefore, it has been decided that this SIFMS software is to be implemented from 1st December 2012 on trial in real time basis in all the PAOs (both Work and Civil) and all the Self Cheque Drawing Departments viz. Raj Bhawan, SLA, SNT, LR & DMD and Lottery Directorate.

For smooth functioning of the works in the above offices in the new Software the following directives are to be mandatorily complied by all:-

1. **Directives to HKI Ltd.** – The vendor (HKI Ltd.) is to ensure:-
 - (i) that hands on training is given to all Officers and Staff of PAO and Self Cheque Drawing Departments till they are fluent with the system.
 - (ii) that whatever changes required in the system is attended to promptly so that there is no hindrance in the working of the software.
 - (iii) that the datas of expenditure from 1st April 2012 till 30th November 2012 are imported from the old database in the new data base.
 - (iv) that all the advances drawn and not settled in the old software be imported to the new system.
 - (v) that all the salary datas of employees are imported in the new data base.
2. **Directives to IT Department/NIC -**
 - (i) I.T. Department shall ensure in-coordination with NIC the perpetual connectivity in the PAO and the Self Cheque Drawing Departments so that there will be no hindrance in the performance of the system and prompt disposal of bills.
 - (ii) I.T. Department and NIC shall issue directives that all computers operating SIFMS are to adopt Trend Micro Antivirus of NIC.

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3. **Directive to T. PAO and Self Cheque Drawing Departments**

- (i) Each PAO and self Cheque Drawing Department is to nominate one officer as the nodal officer to ensure effective implementation of SIFMS in their respective office and submission of feedback to officials in the FRED for any software and connectivity problem.

4. **Directive to Drawing & Disbursing Officers**

- (i). DDOs to comply and forward bills to the PAOs as per the instructions already issued on SIFMS.

These instruction under the title “Instructions on SIFMS” is available in the FRED website www.sikkimfred.gov.in under the “Quick Links” header.

Action by FRED

For the above purpose, the following officers in the Finance Department will act as nodal officers. They are to be contacted for all correspondence and connectivity problems by Nodal Officers under TPAOs and self drawing departments. :-

Contact no.

- | | |
|---|--------------|
| 1. Shri Deepak Darnal, OSD/FRED | - 9434110084 |
| 2. Shri Mahendra Pradhan, Deputy Director/Budget- | 9775433577 |
| 3. Shri Rajen Chettri/Programmer, IT, FRED | - 9474531378 |

Detailed contact information of all the concerned are also available in the FRED website www.sikkimfred.gov.in under the Header “SIFMS Help”.

Sd/-

(M.G. KIRAN) IAS

COMMISSIONER-CUM-SECRETARY

Copy to:

1. Commissioner-cum-Secretary to the Governor of Sikkim
2. Secretary, S.L.A.
3. Secretary, LR & DM Department
4. Secretary, Motor Vehicle & SNT
5. Principal Director, I.T. Department
6. DIO, NIC, Gangtok'
7. Director, T, PAO
8. Addl. Director, T, PAO, North/South/East/West
9. All Officers in FRED
10. Guard file and
11. File

CONTROLLER OF ACCOUNTS
FINANCE, REV. & EXPD. DEPARTMENT