

Government of Sikkim  
Finance Department

No. 2/Fin

Dated: 21.4.84

With reference to Finance Department Circular No. 18/Fin 29.9.83 regarding purchase of stationery, it has now been that all stationery and sundry items, other than those mentioned in the above circular for use in Government Officers will purchase from Sikkim Consumers Co-operative, Gangtok who have been authorised to supply the same to present Government Departments, as per approved quality and items have been standardised and supply will be made as approved list. All departments should therefore purchase items of stationery and sundry items from the S.C.C.S.

An approval of items mentioned in Circular No.18/Fin dated 29.9.83 and Sikkim Consumers Co-operative Society is directed to scrutinize all bills carefully to ensure that these instructions are followed strictly by all departments. Bills pertaining to purchase from any other source should not be passed for payment without specific approval of the Secretary, Finance.

By order.

Sd/-  
(K.C.PRADHAN)  
SECRETARY  
FINANCE DEPARTMENT.

Government of Sikkim  
Finance Department

No. 18/Fin

Dated: 21.4.84

Subject: **Supply of Printing and Stationery articles – Procedure regarding.**

With a view to bringing about uniformity in the use stationery articles and printing materials in the departments \*\*\*\*\* in expenditure, the following instructions are issued direct observance by all concerned.

1. Printing: As per Home Department Notification

GOVERNMENT OF SIKKIM  
FINANCE DEPARTMENT

**CIRCULAR**

No.24/Fin

Dated:06.09.86

Subject: **Printing & Stationery Articles.**

It has been brought to the notice of the Government that a number of Departments are indenting stationery items such as Cash books, Salary Audit Registers, Contingent Bill Registers etc from private presses without being aware that these articles are available with the Printing Department. This has not only resulted in non-utilisation of readily available stock with the Printing Department but has also led to non-uniformity of the forms and registers in terms of size, volume and design.

In order to bring about standardisation of the forms and registers commonly used by the departments it has been decided in consultation with the Printing Department to lay down specifications of various stationery articles shown in the enclosed annexure. User departments are requested to henceforth comply with specifications and also ensure that procurement of these articles is made from the Printing Department only.

It has also been brought to the notice of the Government that printing bills are being entertained by some departments without prior verification by the Printing Department. This is in contravention of the procedure laid down vide Circular No.18/Fin dated 29.9.83. Departments are requested to strictly adhere to the procedures laid down by the Government from time to time.

Sd/-  
(K.C.PRADHAN)  
SECRETARY  
FINANCE DEPARTMENT