



GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
GANGTOK

No.1164/GEN/DOP

Dated:02/03/2024

CIRCULAR

A personal file is a record maintained by the administrative department which contains essential documents and information related to the employee's employment history, service details, leave records, pay details and any other relevant information pertaining to their employment.

It is imperative that every department create personal file for each temporary employee which should contain, but not limited to, the following documents:

1. Service Book with up to date entries
2. Order of Appointment
3. Certificate of Identification/SSC
4. Birth Certificate/Proof of age
5. Valid Employment Card
6. Educational Qualification Certificate(s)/testimonials
7. Valid Driving Licence, if appointed as a Driver
8. Marital status Certificate, in the case of female employees
9. 14 Digit Registration Code issued by DESME

All Heads of Departments are, therefore, requested to immediately initiate the process for creation of personal files for each temporary employee and ensure strict compliance, for release of their salary/pay.

(Rinzing Chewang Bhutia, IAS)
Secretary to the Government of Sikkim

Copy to:

1. All HoDs/ Secretaries;
2. File & Guard file.