



GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
GANGTOK-737101

No. 97/GEN/DOP

Dated; 31/01/2020

NOTIFICATION

With a view to streamline the channel of disposal of files relating to official tours and trainings of the Government employees, the State Government is pleased to prescribe the following levels and procedure for disposal of various category of cases:-

Sl No.	Subject	Approving Authority	Remarks
1.	Tours/Training outside the country on official visit - all Officers	Chief Minister	In case of exigency or when the expenditure is not on the State Govt, Chief Secretary may approve subject to post facto approval of Chief Minister.
2.	Tours/Training outside the State on official visit - Officers of the rank of Special Secretary and above	Chief Secretary	
3.	Tours /Training of single officer outside the State on official visit - Officers of the level of Additional Secretary and below working in the Department	Head of Department	(i) In case the tour is for more than one officer in a group, approval of Chief Secretary is required. (ii) Air travel for the non-entitled officers to be approved by Chief Secretary.
4.	Tours/Training within the State - HODs	Head of Department	Advance intimation to the office of the Chief Secretary.
5.	Tours within the State - all Officers	Head of Department	

By Order.

Sd/-
(Tashi Cho-Cho)
SPECIAL SECRETARY
DEPARTMENT OF PERSONNEL
File No. F(93)/GEN/DOP

Memo No.; 387-390/GEN/DOP

Dated; 31/01/2020

Copy for information to:-

1. All Head of Departments/Secretaries,
2. Secretary to HCM,
3. Joint Secretary, Home Department..... for publication in the Gazette,
4. Joint Secretary-cum-Staff Officer to Chief Secretary,
5. File and
6. Guard File.


UNDER SECRETARY TO THE GOVERNMENT