



**HOME DEPARTMENT  
GOVERNMENT OF SIKKIM  
GANGTOK.**

**INFORMATION UNDER SECTION 4(1) (b) OF THE RIGHT TO INFORMATION ACT,  
2005.**

**(i) ORGANISATION, FUNCTIONS AND DUTIES.**

1. The Home Department, being the nodal agency in the administrative structure of the Government of Sikkim, endeavors to bring coordination amongst the various departments and oversees the implementation of the Government's policies and programmes in the State. The office of Home Department is housed in the ground floor, first floor and second floor of the Tashiling Secretariat, Gangtok. The Department is headed by the Principal Secretary. He is assisted by a Special Secretary, three Joint Secretaries and a Chief Accounts Officer as Heads of the 4 sections of the Department, who in turn are assisted by Officers and Staff as mentioned below.
2. The Department has four sections, namely- 1) Administrative Section, 2) Protocol Section, 3) Confidential Section and 4) Accounts Section.

**ORGANISATION SET –UP**

Principal Secretary

Special Secretary

Administrative Section	Protocol Section	Confidential Section	Accounts Section
Joint Secretary(Adm.)	Joint Secretary(P)	Joint Secretary(C)	Chief Accounts Officer
	DS-I(P), DS-II(P)	DS-I(C), DS-II(C)	Sr. A.O
Under Secretary(Adm.)	Asst. Engineer(Mech.) CHA(SGH/Circuit House) OSD(Hospitality),Chintan Bhawan.	Under Secretary(C)	Accounts Officer
OS=1 UDC=1 Stenographer=3 LDC=10 Peon=16(Regular14+MR 2) Supervisor EPABX-1 Telephone Operator-3 Receptionist=1 Security Guard=3 Safaikarmachari=14 (Regular 10 +MR4) Chowkidar=2	Jr. Engineer/Mech. Assit=1 UDC=2/CA=1 Stenographer=1 LDC=9 Computer Operator=1 Security Guard=1 Peon/Cook/Waiter/Mali=20(Regular 10 + MR 8+ Contract 2) Home Guard (MR)=2 Chawkidar(MR)=1 Safaikarmachari=3 (Regular=2+MR=1)	OS=1 Stenographer =3 UDC=1/CA=1 LDC=4 Daftary=1 Peon=6	Sr. Accountant=1 Accountant=1 Jr. Accountant=4 Accounts Clerk=1 LDC=6(Regular5 +MR-1) Daftary=1 Peon=4.

3. Under the Government of Sikkim (Allocation of Business) Rules, 2004, the Home Department is responsible for General Administration, Administration of Justice, Internal Security, Business of Departments – distribution among departments, Assumption of office by Governor, Police, Public Order, Business Rules and Secretarial Instructions, Establishment side of the Council of Ministers- arrangements for meetings, Cipher-Cipher correspondence, Office Procedure, Offences-prosecution and withdrawal thereof, Jurisdiction and powers of Courts except High Court, matters relating to Citizenship, Sikkim Vigilance Police and Rajya Sainik Board. The Department also looks after ceremonial State functions, visiting dignitaries and State Guests, and matters relating to swearing-in of Governor, Chief Justice, Chief Minister and the Council of Ministers, Sikkim House and New Sikkim House in New Delhi. The Rajya Sainik Board looks after the welfare, rehabilitation and resettlement of war/battle casualties and ex-servicemen (ESM) and their families. The Kendriya Sainik Board (KSB), Ministry of Defence, New Delhi which is the apex body constituted to look after the overall welfare of the ex-servicemen of the country, publishes rules, regulations, instructions and manuals from time to time with Rajya Sainik Board being the implementing agency in the State level. Rajya Sainik Board itself does not frame rules, regulations, instructions or manuals. The Rajya Sainik Board and three Zilla Sainik Boards (ZSBs) under it maintain record of ESM and their families. The Rajya Sainik Board is in the process of computerization of its rules, regulations and records.

4. The subject matters dealt with by the various sections of the department are as follows:-

(1). **Administrative Section.**

- a. General Administrative/Office procedures.
- b. Internal Administration.
- c. Administrative matters relating to Council of Ministers including allocation of rooms, furniture, furnishing and staff attachment to Ministers and V.I.P.s.
- d. Allocation of Office rooms and furniture/furnishings to other Department.
- e. Uniform of group C & D employees and drivers.
- f. Telephone matters.
- g. Staff grievances/complaints against Home department staff.
- h. Personnel matters of State Guest House/Circuit House/Chintan Bhawan/Samman Bhawan.
- i. Maintenance, cleanliness and security of Tashiling Secretariat building & complex.
- j. Matters relating to Sikkim House/Rajya Sainik Board/Jails.
- k. Information provided under RTI Act & Rules.
- l. Monthly meetings.
- m. Annual Report.

(2). **Protocol Section.**

- a. Protocol Policy matters and State Guest House Rules.
- b. Organization of National & State Functions/preparation of mailing list
- c. Identity Card to Government servants.
- d. Emergency quota for Rail/Air journeys.
- e. Booking of Chintan Bhawan & statement of Revenue Receipts thereof.
- f. Nathula Permits for State/Departmental Guests.
- g. Vehicle permits crossing Rangpo and Statement of Revenue Receipts thereof.
- h. Regulation of 2 digit numbers to vehicles attached to VIPs/HODs.
- i. Protocol arrangements for State/Department Guests- including attachment of vehicles/Drivers/Liaison Officers issue of POL and liaison with Special Branch for PSOs.
- j. Booking of Rooms at New Sikkim House/Hauz Khas/State Guest House/Circuit House/Chintan Bhawan and its intimation to Resident Commissioner, Sikkim House, Manager, Sikkim Guest House, OSD, Chintan Bhawan and Statement of RRs thereof.

- k. Registration, Maintenance, Repair & Disposal of all vehicles of Home, CMO, VIPs including maintenance of their files and management of Drivers/Mechanical staff.
- l. Reallocation/Disposal of vehicles surrendered by other Departments.
- m. Parking of vehicles in Tashiling Secretariat and adjoining areas.
- n. Management of State Guest House/Circuit House including their maintenance, upkeep plus House keeping & Catering and accounts thereof.
- o. Management of Chintan Bhawan, its Maintenance and Upkeep including Equipment & Seating plan during National/State functions.

(3). **Confidential Section.**

- a. Administration of Justice- Jurisdiction & Power of Courts except High Court/Establishment side of the Subordinate Courts including District and Sessions Courts.
- b. Citizenship/Influx/Border Management.
- c. Parliament and Assembly Question/Assurances.
- d. Raj Bhawan matters.
- e. Matters relating to Centre-State Relations/Inter-State Council/North East Council/Official Languages/Linguistic Minorities/NHRC/SHRC/RIMC.
- f. DCRs/Monthly CRs/Cipher correspondence.
- g. Modernization of Police/Prisons/Juvenile Justice.
- h. Almanac/Declaration of Holidays.
- i. Foreign travel.
- j. Litigation.
- k. Internal Security/Public order/Police & Fire Services.
- l. Prosecution & Withdrawal of cases.
- m. Administration of Criminal Acts & Rules.
- n. Army/GREF/CPOs including CMLC.
- o. Business Rules and Secretariat Instructions.
- p. Appointment of Ministers/Chairpersons-Terms and conditions thereof.
- q. Gazette Notifications.
- r. Matters relating to Passport/Foreign/ILP.
- s. Vigilance matters.
- t. Clearances for film Shooting/Expeditions/IMF Affairs.
- u. National/State Awards.
- v. Enforcement of Pvt. Security Agency Act & Rules.

(4) **Accounts Section.**

- a. Preparation of Budget Estimates, Receipt & Expenditure including Supplementary Demands and Re-appropriation.
- b. Finance & Accounts matters relating to Home, Council of Ministers and CMO.
- c. Finance & Accounts matters relating to Sikkim House/RSB/SGH/CH.
- d. Replies to Audit Para, PAC Report and Appropriation Accounts.
- e. Reconciliation of accounts with Pay & Accounts Office and AG Office.
- f. Monthly Statement of accounts to Finance, Revenue and Expenditure Department.

**(ii) POWERS AND DUTIES OF HOME DEPARTMENT'S OFFICERS AND EMPLOYEES.**

**Administrative Section.** The Joint Secretary(Adm.) who heads this section is assisted by Under Secretary(Adm.) and deals with all matters relating to his section as indicated above.

**Protocol Section.** The Joint Secretary(Protocol) who heads this section is assisted by two Deputy Secretaries, Assistant Engineer(Mech.) and Jr. Engineer(Mech)/Mechanical Assistant and deals with all matters relating to his section as indicated above.

**Confidential Section:** The Joint Secretary(Confdl) who heads this section is assisted by two Deputy Secretaries, and one Under Secretary (Confdl.) and deals with all matters relating to his section as indicated above.

**Accounts Section:** The Chief Accounts Officer who heads this section is assisted by a Sr. Accounts Officer and an Accounts Officer who exercise powers and duties in relation to matters under the Accounts Section as per Sikkim Financial Rules.

Each section has a number of ministerial staff such as Upper Division Clerks, Lower Division Clerks, Accountant, Jr. Accountant, Accounts Clerk, Assistants etc. and they deal with specific subjects assigned to them under the supervision of Office Superintendent/Sr. Accountant as indicated in the organization set up above.

**(iii) PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

This is as laid down in the Manual of Office Procedure, 1998 published by the Home Department and in respect of Accounts section as prescribed in the Sikkim Financial Rules.

**(iv) NORMS SET BY HOME DEPARTMENT FOR THE DISCHARGE OF ITS FUNCTIONS.**

Efforts are made to deal with the cases as expeditiously as possible in accordance with the laws, rules, regulations and instructions issued by the Government from time to time.

**(v) RULES REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY HOME DEPARTMENT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF ITS FUNCTIONS.**

The department discharges its functions in accordance with the rules, regulations, instructions, manuals etc. issued by the Department of Personnel, Adm. Reforms & Training and Public Grievances Career Options & Employment Skill Dev. & CMs Self Employment Scheme and the Department of Finance, Revenue and Expenditure, Government of Sikkim from time to time. Besides above, employees of the Home Department discharge its functions referring to the following Rules, Notifications Circulars and Orders:-

**Administrative Section.**

01. Allotment of official telephone connection issued vide Circular No.26(12)Home/90/72 dated 25.04.1990
02. Uniform for Group 'D' employees and drivers issued vide Circular No.21/Home/92 dated 13.10.1992.
03. Ceilings on telephone calls issued vide Circular No.32/Home/97 dated -06.09.1997.
04. Procedure for installation and use of official telephone, mobile phone, fax machine and internet facilities issued vide Circular No.7/Home/2003 dated – 31.03.2003.

**Protocol Section.**

01. Issue of Permit for visit to Nathula published vide Sikkim Government Gazette Extraordinary No.22 dated- 05.02.2001.
02. Issue of Permit for visit to Nathula published vide Notification No.37/HOME/2001 dated-18.05.2001.
03. Committee for preparation of the State Warrant of Precedence published vide Sikkim Government Gazette Extraordinary No.208 dated- 10.07.2002.
04. Issue of Emergency Quota on Railways issued vide Circular No.13/Home/Protocol/ 2003 dated- 12.12.2003.
05. Room tariff of State Guest House and Circuit House issued vide Office Order No.10/Home/Protocol/06 dated-29.05.2006 and Office Order NoGOS/Home/Prot/97/98/8(PT-IV)/2052 dated 10.6.2008.
06. Rules to regulate use of Government vehicles by officers published vide Sikkim Government Gazette Extraordinary No.9 dated 5.2.1997.
07. Issue of new Identity Cards to employees under the Government of Sikkim vide Circular No.2/Home/2007 DATED 30.3.07
08. Allotment of Accommodation (in Old/New Sikkim House) Rules, 2007 published vide Notification No.55/Home/2007 dated- 15.06.07.
09. Regulation of parking of Government vehicles in Tashiling Secretariat Complex issued vide Circular No.31/H/P/07 dated 14.8.2007.
10. Entitlement, purchase and replacement of vehicles in Government issued vide Circular No.Gos/3(145)H/P/07/115 dated 27.10.2007.

11. Sikkim State Guests Rules, 2007 issued vide Notification No. 26(100)H/Pro/89-90/07 dated 26.11.2007.

**Confidential Section.**

01. Passport Acts & Rules, 1967 published vide Sikkim Government Gazette Extraordinary No.50 dated- 07.07.1976.
02. Passport (Entry into India) Act, 1920 and Passport (Entry into India) Rules 1950 published vide Sikkim Government Gazette Extraordinary No.65 dated- 21.09.1976.
03. Procedures with regard to foreigners entering and staying in Sikkim published vide Sikkim Government Gazette Extraordinary No.8 of 2.2.1994. & its amendment published vide Sikkim Government Gazette Extraordinary No.153 dated- 24.10.1994.
04. Issue of Certificate of Identification published vide Sikkim Government Gazette Extraordinary No.198 dated- 08.12.1995.
05. Mountaineering Expedition in Sikkim published vide Sikkim Government Gazette Extraordinary No.40 dated- 07.04.1997.
06. Committee for Protection of Women's Rights published vide Sikkim Government Gazette Extraordinary No.117 dated- 17.06.1997.
07. Committee for recommendation of State awardees in the fields of dance, music, songs, drama etc. published vide Sikkim Government Gazette Extraordinary No.129 dated- 26.6.1997.
08. Committee known as 'Prajatantra Senani Samman Samiti (Soldiers of Democracy Award Committee)' published vide Sikkim Government Gazette Extraordinary No.164 dated- 11.08.1997.
09. Committee for selection of State awardees in the field of Literature, Art & Craft, Sports, Games etc. published vide Sikkim Government Gazette Extraordinary No.174 dated- 11.08.1997.
10. Human Rights Committee published vide Sikkim Government Gazette Extraordinary No.111 dated- 30.05.1998.
11. Places of Worship (Special Provision) Act, 1991 published vide Sikkim Government Gazette Extraordinary No.355 dated- 29.09.2001 and the State Government's Notification No.59/Home/98 dated- 26.10.1998.
12. Committee to examine issues relating to Influx published vide Sikkim Government Gazette Extraordinary No.249 dated- 02.08.2002.
13. North-Eastern Council (Amendment) Act 2002 published vide Sikkim Government Gazette Extraordinary No.209 dated- 30.06.2003.
14. Government of Sikkim (Allocation of Business) Rules, 2004 published vide Sikkim Government Gazette Extraordinary No.140 dated- 29.03.2004.
15. State Level Awards published vide Sikkim Government Gazette Extraordinary No.4 dated- 13.01.2005.
16. Advisory Committee for Nomination of State Level Awardees and Implementation of the Schemes published vide Sikkim Government Gazette Extraordinary No.10 dated- 13.01.2005.
17. Declaration of peaks open for Alpine Expedition published vide Sikkim Government Gazette Extraordinary No.83 dated-29.03.2006.
18. Foreign Travel of Ministers and State Government Officials issue vide Circular No.394/CS/SKM/206 dated-18.10.2006.
19. Sikkim Private Security Agencies Rules, 2007 published vide Sikkim Government Gazette Extraordinary No.183 dated- 08.05.2007.
20. Committee to examine the proposals for conferment of various awards in the field of National Integration, Democratic values, Social & Economic Development, Meritorious acts of human Nature etc. published vide Sikkim Government Gazette Extraordinary No.324 dated- 31.08.2004 and No.320 dated- 10.07.2007.

**(vi) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY HOME DEPARTMENT OR UNDER ITS CONTROL.**

The documents held by Home Department include relevant files on subjects dealt with in the Department and service documents of its officials.

**(vii) PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;**

Opinions of the public/experts are sought in individual cases requiring such advice.

- (viii) **STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

NOT APPLICABLE.

- (ix) **DIRECTORY OF HOME DEPARTMENT'S OFFICERS AND EMPLOYEES .**

<b>Sl. No</b>	<b>Name and Designation</b>	<b>Telephone office /</b>	<b>Number PBX</b>
1	Shri. Jasbir Singh, Principal Secretary	204290	211, 282 (P.A)
2	Shri. D.P. Sharma, Special Secretary	203450	348, 349 (P.A)
3	Shri. T. Gyamtso, Jt. Secretary (Protocol)	204374	242
4	Ms. C.C. Bhutia, Jt. Secretary (Adm)	228157	312
5	Shri. D.K. Pradhan, Jt. Secretary ( Confidential)	227300	392
6	Shri. L.B. Rai, Chief Accounts Officer	227914	234
7	Shri. D.P. Dahal, Deputy Secretary I (Protocol)	204751	278
8.	Ms. Karma Youtso, Deputy Secretary II (Protocol)	203795	323
9	Smt. Roshni Rai, Deputy Secretary I (Confidential)		238
10.	Shri. P.Wangyal, Accounts Officer		246
11.	Shri. Nawin Lamichaney, A.E (Mech)	228527	397
12.	Smt. Benu Gurung, Under Secretary, (Adm)		313
13.	Smt. Usha Lama, Manager, State Guest House	204840, 226198	
14.	Smt. Mingma Diki Sherpa OSD (H), Chintan Bhawan	226224, 202097	
15	Shri. D.S. Subba, Under Secretary (Confidential)		248
16	Shri. N.K.Singh, Office Superintendent (Administration Section)		250
17	Shri. K.M. Rai, Office Superintendent (Confidential Section)		377
18	Shri. D.K. Gurung, Supervisor, EPBAX		252
19	Staff Room (Administration Section)		370
20	Staff Room (Protocol Section)		322
21	Passport Division (Confidential Section)		210
22	Store Room		350
	EPABX Tashiling Secretariat: 202291, 202650, 202652 to 202656		

- (x) **MONTHLY REMUNERATION RECEIVED BY EACH OF HOME DEPARTMENT'S OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION.**

The officers and staff of Home Department are paid monthly remuneration in their respective scale of pay as mentioned below and allowances as applicable:-

SL. No.	Name of Post	Scale
01.	Principal Secretary	22400-550-24500
02.	Special Secretary	14300-400-18300
03.	Additional Secretary	12500-375-17000
04.	Joint Secretary	11000-350-16250
05.	Deputy Secretary	9000-300-13800
06.	Under Secretary/PS	7000-225-11500
07.	OS/ Sr. Accountant	5500-175-9000
08.	HA/Accountant	4500-135-7200
09.	Stenographer	4300-125-6800
10.	UDC/CA/Jr. Accountant	4000-100-6000
11.	LDC/Accounts Clerk	3400-85-5100
12.	Driver	3400-85-5100
13.	Peon/Safaikarmachari/Chowkidar/Cook/Mali	2850-55-4100

**(xi) BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.**

**(Rs. in thousand)**

Major/Sub Major/ Minor/Sub Detailed Heads	Budget Estimate 2006-07		Budget Estimate 2007-08		Budget Estimate 2008-09	
	Plan	Non- plan	Plan	Non- plan	Plan	Non- plan
2235 Social Security & Welfare (Home)	0	4000	0	4722	0	6400
2013-Council of Ministers	0	41225	0	49691	0	48484
2052-Sectt. General Services (Home)	1500	39066	1630	45560	2300	49659
2070-OAS (SIKKIM HOUSE)	0	17075	0	18806	0	19062
2056-Jails	0	16075	3500	23248	450	26007
2075-Misc.General Services	0	1200	0	1200	0	1200

**(xii) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

NOT APPLICABLE

**(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.**

NOT APPLICABLE

**(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

It will be effective from the date of publication of this information under the Right to Information Act, 2005.

**(xv) PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

As laid down in the Right to Information Act, 2005.

**(xvi) NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER.**

Ms. Chewang Choden Bhutia,  
Joint Secretary(Administration),  
Home Department,  
Government of Sikkim,  
Gangtok.  
Phone Number-228157(Office)

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The State Government has constituted the following committees in order to preserve the communal harmony and for promotion of National Integration:-

- a). State Level Committee: The State Level Committee, with the Chief Secretary/Home Secretary as its Chairman, has six members comprising of Director General of Police, Secretary, Human Resource Development, Secretary, Cultural Affairs & Heritage, Secretary, Social Justice, Emp. & Welfare, Secretary, Rural Management & Development and Joint Secretary, Home.
- b) District Level Committee: The District Level Committee, with the District Collector concerned as its Chairman, has five member comprising of Joint Secretary, Human Resource Development, District Superintendent of Police, District Development Officer concerned, Welfare Officer, Social Justice, Emp, & Welfare and Revenue Officer concerned.