



GOVERNMENT OF SIKKIM  
FINANCE REVENUE & EXPENDITURE DEPARTMENT  
GANGTOK

Dated: 27/2/19

No. 1(2) 89-90/Bud/Fin/ 118

**BUDGET CIRCULAR**

In continuation to Budget Circular No. 1(2) 89-90/Bud/Fin/04, Dated: 27/07/2018, consequent upon Pay Revision based on the recommendations of the Fifth Pay Committee, all departments are requested to submit amended nominal rolls of regular employees, nominal rolls of employees other than regular employees (Having Time Scale of Pay), nominal rolls of employees other than regular employees (Having Consolidated Pay) and details of Muster Roll employees in the following formats.

- |                       |                                                                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Form – II             | -Consolidated Estimate of Revenue Expenditure                                                                                                   |
| Appendix – I (A)      | -Nominal Roll of regular employees only ( <i>whose increment day falls on 1st JULY, 2019</i> )                                                  |
| Appendix – I (B)      | -Nominal Roll of regular employees only ( <i>whose increment day falls on 1st JANUARY, 2020</i> )                                               |
| Appendix – II         | -Estimate of Leave Encashment ( <i>This Form will also have to be submitted to the Office of Director, Pension</i> )                            |
| Appendix – III(A)     | -Details of Muster Roll employees( <i>appointments other than One Family One Job</i> )                                                          |
| Appendix – III(B)     | -Details of Muster Roll employees( <i>under One Family One Job</i> )                                                                            |
| Appendix –IV (A) (i)  | -Nominal Roll of employees other than regular Employees.<br>( <i>Having Time Scale of Pay, whose increment day falls on 1st JULY, 2019</i> )    |
| Appendix –IV (A) (ii) | -Nominal Roll of employees other than regular Employees.<br>( <i>Having Time Scale of Pay, whose increment day falls on 1st JANUARY, 2020</i> ) |
| Appendix –IV (B)      | -Nominal Roll of employees other than regular Employees.<br>( <i>Having Consolidated Pay</i> )                                                  |

Note: Muster Roll / Work Charged Employees who have been regularized against government orders will have to be included in Appendix I and provision should be deleted from Appendix III and Appendix IV as required.

The Nominal Rolls **MUST** be presented in the formats prescribed in duplicate (two copies) and in BOOK form in the standard **A4 SIZE** as per above guidelines latest by **April 15<sup>th</sup>, 2019** along with a soft copy in MS Excel format through the concerned Heads of the Departments. The soft copy of all the statements can also be sent by e-mail to **budgetfred@gmail.com**. **The Nominal Rolls which are not prepared in the**

**standard A4 size paper as instructed shall not be entertained. Incomplete Nominal Rolls shall not be accepted.**

The Budget Circular along with the forms can be downloaded from the State Government website <http://www.sikkimfred.gov.in>

-/Sd

**Principal Director (Budget)  
Finance, Revenue & Expenditure Department**

**Copy to:**

1. All the Secretaries/ Heads of Departments.
2. The Registrar General, High Court of Sikkim, Gangtok.
3. The Member Secretary, State Legal Service Authority.
4. The Secretary, Public Service Commission.
5. The Pr. Director, Internal Audit.
6. The District & Session Judges East, West, North & South.
7. The Principal Director, Treasury, Pay & Accounts Office, Gangtok.
8. The Principal Director (Accounts), Finance Rev. & Expenditure Deptt.
9. The Director (PIG PF)
10. The District Collectors, East, West, North & South.
11. All Drawing & Disbursing Officers.

  
Principal Director (Budget) 27/02/19.  
Finance, Revenue & Expenditure Department