



FINANCE DEPARTMENT
GOVERNMENT OF SIKKIM

NO. 591/FIN/ADM

DATED:- 29/10/2022

To

1. Resource Controlling Officers of all Departments
2. All Drawing and Disbursing Officers.

Sir/Madam,

To acquaint the DDOs and RCOs for the budgeting process and preparation of online Nominal Roll, and submission to different stages viz; DDO, RCO, Budget Division etc, using DDO and RCO Services of Pranali, an online training session is scheduled.

The training will be conducted using NIC's Video Conferencing System using web links. The trainees can opt to attend the training session in their offices or districts NICs where video conferencing facilities are available. Alternatively, they can attend the training using weblinks through their Laptop/Desktop having audio/video feature from their designated location/offices. The link will be provided one day before the training session.

The training Schedule is as under;

Schedule-I

Date and Time	Participants
1 st November 2022 11:AM to 1:PM	DDOs and Subordinates of Soreng and Geysing Districts
1 st November 2022 2 PM to 4PM	DDOs and Subordinates of Mangan and Namchi Districts
2 nd November 2022, 11:00 AM to 1 PM	DDOs and Subordinates of Gangtok and Pakyong Districts

Schedule-II

Date and time	Participants
3 rd November 2022, 11:00 AM to 1 PM	RCOs of all Departments

Agenda for training

1. Introductory and Welcome session by **Shri.Chopel Tashi Lachungpa, Additional Director, SIFMS**
2. Overview on preparation of nominal roll, timeline and other aspects by Director, Budget Division.
3. Technical overview on nominal roll (intermodular data transfer protocols)by Shri.Raj Kamal Pradhan, Scientist, NIC.
4. Training Session on online Preparation/consolidation/submission of Nominal Rolls by Shri.P.L.Adhikari, AO/SIFMS.

Therefore, all D&DOs and RCOs are required to attend the aforesaid online training to acquaint themselves with the process of preparing online nominal rolls as per the training schedule prescribed above.

Yours faithfully


Controller of Accounts cum Secretary
Finance Department

Copy to:

1. Director Budget, Finance Department
2. Staff Officer to the Chief Secretary, Government of Sikkim.
3. DY.Dir, IT Cell, Finance department for wide circulation to D&DO and RCO through digital means.