



**FINANCE DEPARTMENT
GOVERNMENT OF SIKKIM**

O.M No.03/FIN/ADM

Dated:29/07/2021

OFFICE MEMORANDUM

The Government of Sikkim has extended the facility of granting conveyance allowance to the differently abled temporary employees vide Office Memorandum No.2642/GEN/DOP, Dated: 23/06/2021. Prior to the issuance of the aforesaid Office Memorandum, this facility was available to the regular government employees only.

Therefore, in order to facilitate release of the said allowance through existing SIFMS to the differently abled temporary employees drawing consolidated pay, daily wages, and timescaled employees, the following procedure is prescribed for Drawing and Disbursing Officers and Pay & Accounts Offices with immediate effect.

1. The Conveyance Allowance to the differently abled temporary employees drawing consolidated pay or daily wage shall be prepared in separate contingent bills by the Drawing and Disbursing Officers on monthly basis and submitted to the respective Pay & Accounts Offices alongwith statement of employees with monthly rates for release of payments. They shall also ensure the maintenance of proper records of such payments and ensure that the payments are only released to the employees meeting benchmarks indicated on the aforesaid Office Memorandum. They shall also forward the monthly statement of such payments to Social Justice & Welfare Department for their information and record. Further, the existing practice of payment of conveyance allowance to time scaled employees on monthly salary bills shall continue.
2. The Pay & Accounts Offices shall pass such bills using contingent bill interface. The Pre-check section shall maintain a manual record of such payments passed using contingent bills and ensure that the payment is released only to eligible employees. The Pay & Accounts Offices must ensure that no double payments are made for the same employee. They shall also ensure that there is sufficient documentation enclosed in the bill to support the benchmark set under aforesaid Office Memorandum.
3. The arrangement of preparing contingent bill for the said purpose is temporary till new modules of SIFMS Ver.2.0 (Pranali) are implemented in treasuries.

By order

SD/-
(V.B.Pathak, IAS)
Additional Chief Secretary
Finance Department
Government of Sikkim
File No.GOS/FIN/ADM/A-595/20-21
Dated:29/07/2021

Memo No.19-30/FIN/ADM

Copy to:-

1. All Heads of Departments.
2. Principal Director, Treasury Pay & Accounts Office(HQ).
3. Principal Director, Treasury Pay & Accounts Office(East).
4. Additional Director, Treasury Pay & Accounts Office(South).
5. Chief Pay & Accounts Officer, (West and North).
6. Chief Accounts Officer, Treasury Office, Governor Secretariat.
7. Chief Accounts Officer, Treasury Office (LR&DM (HQ)).
8. Sr. Accounts Officer, Pay & Accounts Office (SLA Secretariat and Transport Dept).
9. All Drawing and Disbursing Officers of the Departments.
10. All officer under Finance Department
11. IT Cell Finance Department for hoisting in departmental website.
12. File & Guard file


Secretary cum Controller of Accounts
Finance Department
Government of Sikkim.