



Ref. No: GOS/SDD/06

Dated: 21/06/2025

CIRCULAR

In pursuance of Circular No. 2454/GEN/DOP dated 25.03.2025 issued by the Department of Personnel, Government of Sikkim, the following instructions regarding attendance and punctuality are reiterated for strict compliance by the Officers and Staff of the Skill Development Department:

- All officers and staff are expected to be present in the office within the working hours from 10:00 AM to 04:30 PM.
- All Officers shall submit the leave application to the Head of Department (HoD). Staff shall submit the leave application to the Head of Office (HoO) and Joint Secretary-cum-CEO Niyukti Kendra by the staff posted at Niyukti Kendra, Deorali. The officials(s) shall not leave the office without prior approval of the Head of Department or Head of office in case of exigency.
- All Principals of Govt. ITIs shall intimate to the Head of Office for any kind of leave, including station leave. Staff shall continue to submit their leave application to the concerned Principal, ITI.
- Non-compliance of the instructions shall be dealt accordingly to the relevant provisions of the extant rules on conduct and discipline of the State Government.

By Order.



Copy to: -

1. Secretary Skill Development Department;
2. Additional Secretary, Skill Development Department;
3. Chief Administrator, SICB, Skill Development Department;
4. Joint Secretary-cum-CEO, Niyukti Kendra, DCB;
5. Principals, Govt. ITI, Rangpo/Namchi/Gyalshing/Kewzing;
- ✓ 6. Assistant Director (IT), Skill Development Department;
7. File &
8. Guard file.

Sd/-
(Tashi Cho Cho) IAS,
Secretary
Skill Development Department
(File No. GOS/SDD/45/2016-2017)

Under Secretary to the Govt. of Sikkim,
Skill Development Department,
Government of Sikkim,
Gangtok Sikkim