



SKILL DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
SHRAM BHAWAN SOKAYTHANG
GANGTOK-737102



Ref. No. GOS/SDD/03

Dated: 03/03/2025

CIRCULAR

A Coordination Meeting of all Departments was held on 15.02.2025 at Chintan Bhawan under the Chairmanship of Hon'ble Chief Minister of Sikkim. In the meeting, all Departments have been given instructions to ensure attendance and punctuality of Officers and Staff, as the performance in this parameter was noted to be unsatisfactory.

Therefore, the following instructions are hereby issued for strict compliance: -

1. All personnel are to mark their entry attendance on the bio-metric system by 10:15 AM. Wherever the bio-metric system is not available, the same is to be marked in the attendance register. Further, exit attendance is also to be marked on both the systems on a daily basis.
2. Attending social functions during office hours is to be stopped, forthwith.
3. Unauthorised absence from duty shall be dealt with strictly and appropriate action initiated against the erring employee as per the Service Rules.

By Order.



Sd/-
(Karma Namgyal Bhutia),
Secretary to the Government of Sikkim.

Memo No.: GOS/SDD/42/2022-23/24

Dated: 03 / 03 / 2025

Copy to:-

1. Secretary, Skill Development Department;
2. Staff Officer to the Cabinet Secretary, Government of Sikkim;
3. Staff Officer to the Chief Secretary, Government of Sikkim;
4. Secretary, Department of Personnel, Government of Sikkim;
5. Additional Secretary, Skill Development Department;
6. Chief Administrator, SICB, Skill Development Department;
7. Assistant Programmer (IT), Skill Development Department (For hosting in the Departmental Website);
8. Notice Board;
9. File & Guard file.

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