

A. INTRODUCTION:

The Department of Personnel is cadre controlling and appointment authority, responsible for administration in respect of all Group A and B Officers of the State Services and of Group 'C' officials of Sikkim Subordinate (Ministerial and Executive) Service and Sikkim Govt. Stenographers' Service.

1. The Department discharges the duties and functions assigned under the Government of Sikkim (Allocation of Business) Rules, 1994 as amended from time to time.
2. The Department deals with matters regarding recruitment, promotions and disciplinary matter of Group A and B Officers of the State Services and refers its proposal, as required to the Sikkim Public Service Commission for their recommendation and advice.
3. The Department requisitions the vacancies of the lowest Group B posts of all State Services excluding All India Services to be filled up by direct recruitment to the State Public Commission. The Commission in turn conducts selection examination and sends recommendations of the Selection Committee to the Government. The Department initiates the proposal for appointment to the services of the State.
4. The Secretary is invariably the member of Departmental Promotion Committee/Selection Committee in the State for promotion and selection of officers. The Special or Joint or the Deputy Secretaries of the Department are the members of the Committee for selection or promotion in respect of Group B and C posts in Government.
6. Assesses training requirements of the officers and staff of the State Government and deploys them for training in the State through ATI, within the country and occasionally outside.

B: COMPOSITION AND STAFF:

The Secretary is assisted by 01 Special Secretary, and 02 Joint Secretaries. The Special Secretary and Joint Secretaries are assisted by 03 Deputy and 05 Under Secretaries. There are 5 sections and each section deal with the matters assigned to them.

C. FUNCTIONS:

The Department of Personnel is responsible for appointment/administration/promotion/transfer/training/deputiation of the following Services besides compassionate appointments.

All India Services;


1. IAS
2. IPS
3. IFS

Sikkim State Services

1. State Civil Service
2. State General Service
2. State Police Service
3. State Finance & Accounts Service
4. State Health Service/Para Medical/Nursing
5. State Engineering Service
6. State Law Legal Service/Judicial Service
7. State Agriculture Service/Veterinary/Fisheries Service
State Forest Service
8. State Cooperation Service
9. State IT Service/Un-organised Services/Household Affairs
10. Sports & Youth Affairs

D. RESERVATION FOR DIFFERENT COMMUNITIES IN THE STATE IS PROVIDED AS UNDER:

Reservation for different communities in the state is provided as under notification no M(14)/133/GEN/DOP dated 20.11.2018


GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS,
TRAINING AND PUBLIC GRIEVANCES
GANGTOK-737101

No. M(14)/133/GEN/DOP Dated: 20/11/2018

NOTIFICATION

In supersession of Notification No. M(14)/55/GEN/DOP, dated 21/06/2018 read with Notification No. 62/GEN/DOP, dated 10/07/2018, the Governor of Sikkim has been pleased to restructure the existing reservation both Vertical and Horizontal for filling up the posts and services through direct recruitment under the State Government and Public Sector Undertakings, as under:-

1. VERTICAL RESERVATION

(1)	Bhutia and Lepcha	-	20%
(2)	Other Backward Classes-Central List (Dewan, Gurung, Kirat Rai, Bhujel, Sunuwar-Mukhia, Thami, Jogi, Mungar, Sanyal and Yaklu)	-	20%
(3)	Other Backward Classes-State List (Bahun, Chettri, Newar and Majhi)	-	20%
(4)	Scheduled Tribes (Limboo and Tamang)	-	13%
(5)	Scheduled Castes	-	6%
(6)	Primitive Tribe	-	5%
(7)	Most Backward Classes-State List (Bhujel, Sunuwar-Mukhia, Majhi, Thami and Jogi)	-	3%
(8)	Weaker Sections of the Society (Kani, Damai, Sarki not categorized as Scheduled Castes)	-	2%

2. HORIZONTAL RESERVATION

(1)	Women	-	33%
(2)	Sports Persons and Artisans of Excellence	-	5%
(3)	Below Poverty Line families	-	5%
(4)	Ex-Servicemen	-	3%
(5)	Paramilitary forces and Assam Rifles	-	2%
(6)	Persons with Disabilities	-	4%
(i)	Blind and Low Vision	1%	
(ii)	Deaf and Hard Hearing	1%	
(iii)	Locomotor Disability including Cerebral Palsy, Leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%	
(iv)	Autism, intellectual disability, specific learning disability and mental illness	1%	
(v)	Multiple disabilities from amongst persons under clause (i) to (iv) including deaf-blindness		

Explanation-I: Creamy layer as notified by the Social Justice, Empowerment and Welfare Department will be applicable to Other Backward Classes (Central List), Other Backward Classes (State List) and Most Backward Classes (State List).

Explanation-II: As far as implementation is concerned, with regard to the new or revised classification for the purpose of recruitment, the action already taken pursuant to the previous notification would form part of the new/revised notification including adjustment as would be required to ensure that no category is denied any privileges.

Explanation-III: Under the revised reservation policy, the 5% reservation granted to the Primitive Tribe category is in addition to the 20% already provided to the Bhutia and Lepcha community. Similarly, the 3% reservation provided to Bhujel, Sunuwar-Mukhia, Thami and Jogi under Most Backward Classes (State List) is in addition to the 20% already provided to Other Backward Classes (Central List) and Majhi community categorized under Most Backward Classes (State List) is in addition to the 20% already provided to Other Backward Classes (State List). Considering the scheme of the policy, a person falling under the Primitive Tribe shall be entitled to avail of reservation under both Bhutia and Lepcha category as well as under the Primitive Tribe category. Likewise, Bhujel, Sunuwar-Mukhia, Thami and Jogi categorized under Most Backward Classes (State List) shall also be entitled to avail of reservation under Other Backward Classes (Central List) and Majhi Community categorized as Most Backward Classes (State List) shall also be entitled to avail of reservation under Other Backward Classes (State List).

The concept of double reservation for Most Backward Classes-State List is in the same principle as have been adopted for Primitive Tribe who are benefitting under both Primitive Tribe and under Bhutia-Lepcha categories.

By order and in the name of the Governor,

(Penzing Gelsi) IAS
COMMISSIONER-CUM-SECRETARY
DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS,
TRAINING AND PUBLIC GRIEVANCES

Memo No. 345-448/GEN/DOP

Dated: 20/11/2018

Copy for information to:-

1. All Secretaries/Head of Departments,
2. Director, ATI,
3. Additional Secretary, Home Department...for publication in the Gazette,
4. Principal PS to Chief Secretary,
5. File &
6. Guard file.

E. TRAINING:

- (i) Training is one of the essential ingredients for capacity building and up skilling of public servants.
- (ii) Much emphasis is being given on training of the Government Officials. The Government had set up the Accounts and Administrative Training Institute (AATI) in 1985, to impart training

on various facts of administration to the Government servants from different services and Departments. Majority of these training are DOPT, GOI sponsored while others are on specific requirement of the state Government and requisition from different Department.

- (iii) Compulsory training is imparted to the probationers during the probation period and in-service training is provided to all level of officers and staff from time to time.
- (iv) Induction training is given to the direct recruits of the State on State Government Service Rules and Regulations. For more specialized trainings, they are deputed to different training institutes outside of the State.
- (v) The Government has decided that officers and staff under all the service should undergo one training course successfully either at Accounts and Administrative Training Institute, Gangtok or State Institute of Rural Development, Karfector or any other training institute outside the State once in every two years before they attain the age of 50 (fifty) years.
- (vi) In-service training at ATI is given to the promotees and direct recruits of the Subordinate (Ministerial and Executive) Service and the Subordinate Accounts service. Group 'A' and 'B' Officers of all grades are deputed for in-service training outside India and the State as well as to the ATI.

F. EXAMINATION

The Department, being the cadre controlling authority for the Subordinate (Ministerial & Executive) Service and Sikkim Stenographer's Service, holds the direct recruitment and Limited Departmental Competitive Examinations in respect of the duty posts of the said Services.

The Department, besides conducting its own examinations also co-ordinates in the examinations of the Staff Selection Commission.

G. RECRUITMENT RULES AND NOTIFICATION

- (i) The Department frames recruitment rules for State services including unorganized services as per requirements.
- (ii) The cadre review of the State services is done by the Cadre Review Committee as per requirements and man- power requirement is assessed and determined in consultation with the concerned cadre controlling Department.

G. DISCIPLINARY CASES;

The Department takes up, as per necessity disciplinary cases against Group 'A' and 'B' Officers and members of the Subordinate (M&E) Service and Sikkim Government Stenographers Service.

H. REVISION OF PAY:

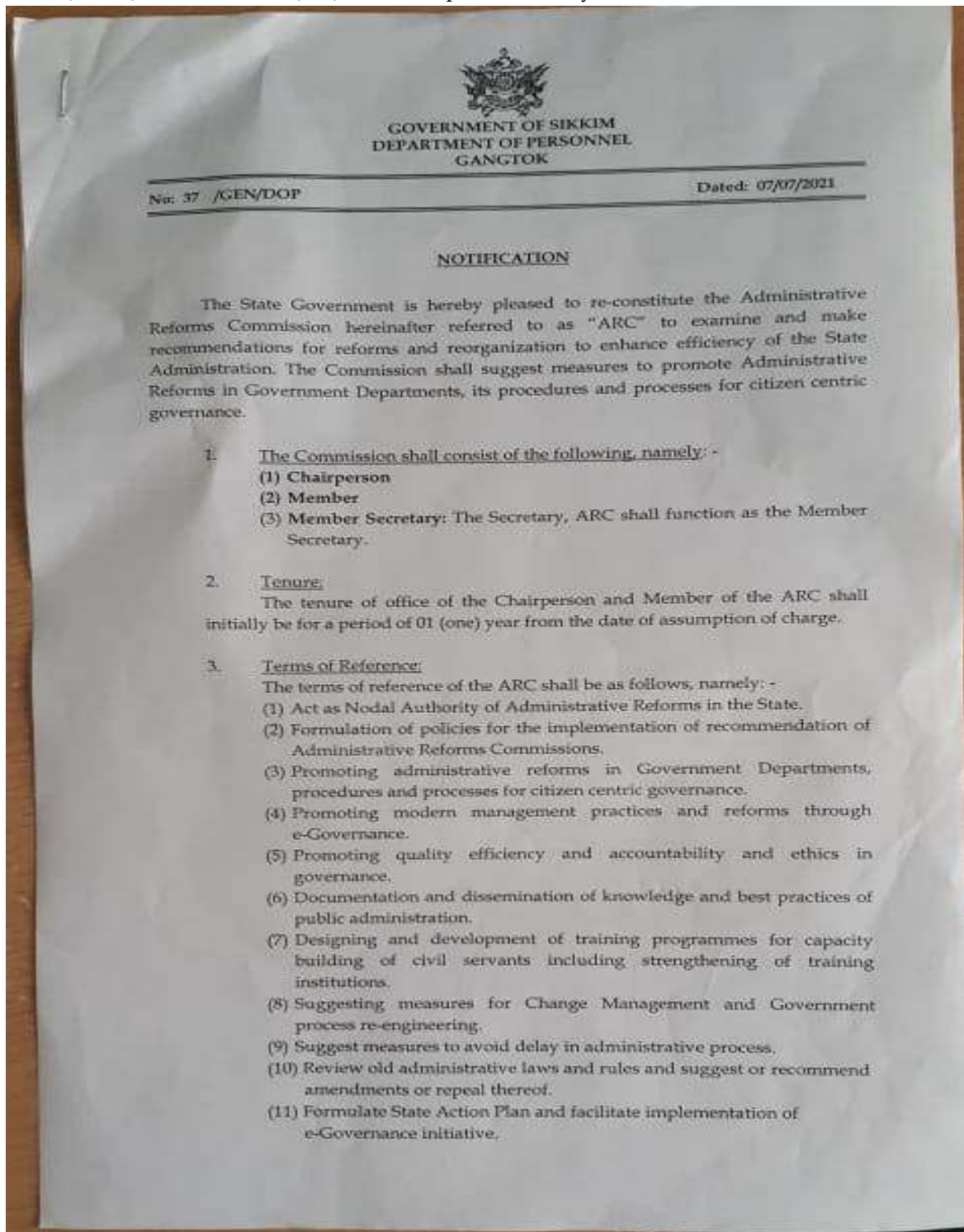
Based on the recommendations of the 3rd 4th and 5th Pay Commission of the State Government, the pay of all Government Employees has been revised thrice during the reported period w.e.f. 1.1.1996, 11.2006 and 1.1.2016.

I. SINGLE WINDOW SYSTEM & FILE TRACKING SYSTEM

A Single Window and file tracking system has been introduced in the department in coordination with NIC to facilitate prompt disposal of public/official work.


J. ADMINISTRATIVE REFORMS:

The administrative Reforms Commission has been recently re-constituted vide Notification No. 37/GEN/DOP dated:07/07/2021 for a period of one year.



- (12) Develop effective and sound personnel management policies with maintenance of updated employee data base including redeployment wherever necessary suggesting a suitable and efficient Human Resource Management System.
 - (13) Recommend for improving public services delivery ensuring citizens satisfaction through delivery of public services within reasonable time and cost.
 - (14) Creation, amalgamation and re-organization of Departments and Sub-ordinate offices.
4. State Specific functions of the Administrative Reforms Commission:
- (1) Determining service conditions of employees regularized on completion of 15, 10 and 05 years of service on temporary capacity and suggesting remedial measures for smooth ongoing and future regularization process of temporary employees.
 - (2) Formulate and recommend the Reservation Policy in Government jobs for all communities of the State.
 - (3) Examine the vacancies arising in the various services and advise on cadre review and manpower management.
 - (4) Formulate a transfer policy as per Supreme Court guidelines.
 - (5) Formulate and recommend eligibility criteria, service conditions and steps for applying transfer on deputation including repatriation/absorption.
 - (6) Examine and suggest remedial measure for removal of anomalies arising out of pay revisions, cadre structures, promotions etc. in cases of absence of specific guidelines.
 - (7) To examine and suggest remedial measures on all other issues referred to ARC by the Government and other departments.
 - (8) All other tasks specifically assigned by the Government from time to time.
5. The Commission shall submit its report to the Government on expiry of one year.

By order and in the name of the Governor.


(K.C. Lepcha), IAS
SECRETARY TO THE GOVERNMENT
DEPARTMENT OF PERSONNEL

Memo. No. 114-17/GEN/DOP

Dated: 07/07/2021

Copy for information to:-

1. Secretary, ARC
2. Secretary, Chief Minister's Office,
3. Joint Secretary-cum-Staff Officer to the Chief Secretary,
4. Joint Secretary, Home Deptt. for publication in the Gazette,
5. File and
6. Guard file.

- All matters concerning Administrative Reforms in the departments of Government introduction of organization and method of work
- All works relating to Administrative Reforms Commission and follow up action thereon
- Associations of Government Employees-policy regarding
- Classification of offices
- Inspection for delay checking and other administrative lapses in various Departments
- Joint Consultative Machinery for Government employees

- Policy regarding Records Management in Government Department
- Revision and updating of Secretariat Instruction and office manuals
- Work Study of various departments of Govt. for assessing staff requirement