

CHAPTER -1

INTRODUCTION

- 1.1 & 1.2 Background, Objective/purpose of this information handbook
- The main purpose of bringing out of this Handbook under section 4 (1) (b) of the Right to Information Act, 2005 is to ensure that all the citizens are able to know informations which are under the control of the Public authorities concerned. The idea is to give transparency, accountability and openness in Government organizations
- 1.3 Who are the intended users of the handbook.
All citizens, civil society Organization, Public representatives, Officers and employees of Public authorities including Public Information Officer and Assistant Public Information Officers and Appellate Officers, central and State Information Commissions etc.
- 1.4 Definations of Key terms.
20
Not applicable.
- 1.5 Organization of information
- The Organization of the information in this hand book is given chapterwise in the Index.
- 1.6 Getting additional information
The sources, procedures and fees structure for getting information are given in the Notification No. 230/GEN/DOP, Department of Personnel & Training, dated 22.12.2005.
- 1.7 Name & addresses of Key contact points.
- (a) Mr. G.T.Lama, Dy. Director/PIO, IPR. Department Government of Sikkim, Tibet Road, Gangtok- 737101
- (b) Mrs. S.W. Shenga, District Information Officer (East)
APIO, IPR Department, Government of Sikkim, Tibet Road, Gangtok- 737101
- (c) Mr. Sonam Chopel Bhutia, DIO (North)
APIO, District Information Centre, Mangan
- (d) Ms. Kusum Rai, DIO,(South)
APIO, District Information Centre, Namchi.
- (e) Mr. L.M. Subba, DIO(West)
APIO, District Information Centre, Geyzing

CHAPTER – 2**ORGANISATION, FUNCTION AND DUTIES
(Section 4 (1) (b) (i))**

2.1 Particulars of the Organizations, functions and duties:-

I Name and Address of the Organization-

Information and Public Relations Department, Government of Sikkim.
Tibet Road, Gangtok, East Sikkim 737101.

II Functions and Duties

The Department of Information and Public Relations is one of the organization of the Government and functions as a bridge between the Government and General Public in disseminating information relating to all round development of the State.

The department deals with the following matters:

1. All matters relating to official publication including advertisement s on policies and developmental activities of the Government through media.
2. Collection of feedback information on reaction of the Press on policies and developmental activities of the Government.
3. Press conference.
4. Formulation and implementation of Rules and Regulations governing functioning press.
5. Liaisoning with official Media Agencies of other States.
6. Liaisoning with Central Media Agencies in Sikkim and elsewhere.
7. Public Services- Statutory rules of the services with which the department is concerned.

CHAPTER – 3

Section 4 (1) (b) (ii))
POWER AND DUTIES OF OFFICERS AND EMPLOYEES

1. **Secretary:** Head of the department and acts as Principal Advisor to the Ministers in charge on all matters of policy and decisions. He accords approval and sanction to all proposals as per the power delegated under the rules.
2. **Director/Additional Secretary:** Acts as Head of Office and accords approval and sanction as per the power delegated to her. She submits to the Secretary all cases requiring policy decisions. She is appointed as Appellate Authority under RTI, Act 2005 for this Department.
3. **Joint Secretary:** Acts as D&DO of the Department and looks after all works pertaining to the Accounts section of the department. Deals with correspondence from the Finance Department, Planning Department and AG Office and submits files/papers to the Director/ Additional Secretary for decision.
4. **Under Secretary:** Assists the Joint Secretary in all Accounts works and assist Director pertaining to the Administration matters of the department. He also acts as Vigilance Officer and Record Officer for the department.
5. **Deputy Director (Pub):** Acts as In-charge of all works pertaining to publication of Sikkim Herald in different regional languages, Sikkim Today, a quarterly magazine of the department, Compendium and other publications including printing of Annual IPR Calender. He makes various arrangements for the visit of Doordarshan and other Journalists from outside the State and Co- ordinates works relation to media, Photo and Video coverage. He also appointed as Public Information officer under the RTI, Act 2005. Acts as Information Officer for NEC.
6. **Dy Director (Advertisement):** Acts as Advertising Officer and initiate proposals pertaining to release of advertisements both Display and classified to various newspapers and periodicals published within and outside the State as per the Advertisement Policy, 2006 and examines advertisement bill when they are submitted for certification and settlement. Also looks after the work pertaining to Accreditation grant to pressmen and initiates periodical meeting of the Sikkim Press Accreditation Committee and prepares fact sheets of Journalists for approval and issue of Accreditation card. Looks after all the advertisement proposals relating to the Government departments/PSUs
7. **Dy. Director (Film):** In-charge of Videographic /Film section and P.A. System. His responsibility is to deploy videographer and other staff for coverage of various official functions and telecasting of video films. Also organizes training on Videography from time to time. Provides video coverages of various government functions.

8. **Dy Director (Photo):** In-charge of Photographic /photo section. His responsibility is to deploy photographers and other staff for coverage of various official functions and also organizes photo exhibition and training on Photography from time to time. Provides photo coverages of various Government functions.
9. **District Information Officer:** Charged with responsibility of news reporting, providing feedback to the Government on various developmental schemes, people's reactions and co-ordinating with other departments for media coverage. Also hold the charge of Drawing & Disbursing officer in their respective district except East district. All four DIOs are appointed as APIO under RTI Act, 2005.
10. **Editors/Sub- Editors:** Look after editing of Sikkim Herald in various languages and they are responsible for timely publication of their respective issues of Sikkim Herald including other periodicals. Also extend co-operation to the Deputy Director to ensure timely and proper distribution of publication.
11. **Public Relations Officer:** Public Relations Officer who has been posted at Siliguri liaisons with media persons based outside Sikkim. He also liaisons with the journalists from other States including VIPs visiting Sikkim.
12. **Senior Information Assistants:** they act as subordinate staff to District Information Officer concerned for news coverage.
13. **Office Superintendent:** The main responsibility is to go through the files and papers put up to him by his subordinate staff in all cases and to forward the same to the next higher officer with his details notes/comments/suggestion duly quoting relevant rules and instruction of the Government as quickly as possible. Secondly his responsibility is to supervise his all sub-ordinates (UDCs, LDCs, RK, Peon, Sweeper etc.) in their official works and also to check pending files , papers etc.

Accountant and Accounts clerks are responsible for maintaining all records of accounts matters and processing of bills.

CHAPTER – 4**(Section 4(1) (b) (iii))****4.1 PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS**

Procedure in decision making is being made in accordance with the manual of office procedure, 1998 and other rules, notifications etc are listed in chapter 6.

General Procedure

Dealing Clerk of the particular section of the department submits the case to the office Superintendent/concerned officer in the relevant file of the subject matter along with the reference papers, relevant circulars, precedent book etc. The Office Superintendent/concerned office after scrutinizing the note of the dealing clerk submits a comprehensive a note setting out his own comments/suggestions if any, to the sectional head of the department. The sectional head examines the case thoroughly in accordance with the Government Rules/departmental instructions as may issued from time to time and submits notes/giving views/observation to the next higher authority i.e. director who in her turn also examine the case and forward the same to the Secretary of the department with her views/comments/ advice on the matter. The Secretary after going through the full notes/proposal either makes decision or forward the same to the Minister-in –charge for approval and cases requiring policy decisions and schemes beyond sanction of Secretary/Minister and endorsed to Council of Minister for approval and sanction.

(The Advertisement Policy vide Notification No. 24/IPR/06-07 dated 10.10.2006 has been framed and implemented by the department. A copy of the same Notification is given in chapter18.)

CHAPTER – 5

NORMS SET FO THE DISCHARGE OF FUNCTIONS

(Section 4(1) (b) (iv))

In order to discharge the functions of the department smoothly the department is giving general instruction and advices to all officers and staff through monthly departmental coordination meetings and also issuing office orders/circulars in this regard from time to time.

CHAPTER – 6

**RULES, REGULATIONS, INSTRUCTION, MANUAL AND RECORDS FOR
DISCHARGING FUNCTIONS**

(Section 4(1) (b) (V))

1. The Sikkim Government Service Rules, 1974
2. The Sikkim Government Establishment Rules, 1974
3. The Sikkim government Service (Confidential Roll) Rules, 1976
4. The Sikkim Government Servants' Conduct Rules, 1981
5. The Sikkim Government Servants' (Discipline & Appeal) Rules 1985
6. The Sikkim Public Service Commission (Exemption from consultation) Regulations, 1986
7. The Sikkim Government Service (Leave) Rules, 1982
8. The Sikkim government Service (Revised Pay) Rules 1998
9. The Sikkim Government Service (Advancement Grade) Rules 1999
10. The Sikkim Traveling Allowance Rules, 1980
11. The Sikkim Service (Medical Facilities) Rules
12. The Sikkim State Services (Regulation or Seniority) Rules, 1980
13. The Sikkim Government Financial Rules, 1979
14. Manual of office procedures, 1998
15. Advertisement Policy, 2006 vide No. 24/IPR/06-07 dated 10.10.2006
16. The State Press Accreditation Rules, 1992 & its amendments.
17. Rate fixation for charging fee for shooting films in Sikkim vide Notification No. 17/IPR/05-06 dated 17.06.2005
18. Rate fixation for hiring P.A. System vide Circular No. 16/IPR/04-05 dated 10.03.2005.
19. Other instruction issued by the Government from time to time.

CHAPTER – 7**CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY
UNDER ITS CONTROL****(Section 4 (1) (b) (vi))**

1. Copies of all issues of Sikkim Herald
2. Copies of all ad-hoc publications of the department
3. Copies of all issues of local newspaper
4. The Personal files in respect of all staff of the department
5. Guard Files of all office orders, circulars & notifications
6. General correspondence files
7. Accounts files
8. Files pertaining to Advertisement Section
9. Files pertaining to Photo Section, and CDs.
10. Files pertaining to Film Section , and CDs
11. Files pertaining to Publication Section

CHAPTER – 8**ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY THE
MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF
POLICY OR IMPLEMENTATION THEREOF****(Section 4 (1) (b) (vii))**

1. The Selection Committee for Positive Journalism Grant vide Notification No. 13/IPR/04-05 dated 08.09.2004.
2. State Press Accreditation Committee vide Notification No. 23/ipr/06-07/(43) dated 27.09.2006.

CHAPTER – 9**BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY****(Section 4 (1) (b) (viii))**

The Departmental Purchase Committee is formed vide Notification No. 122/IPR/02-03 dated 26th October, 2002 to assess the purchase of departmental goods.

The Purchase Committee will verify the make, quality, model etc. of the items being purchased for the department besides verifying their rates and cost vis-à-vis availability of fund in the budget.

CHAPTER- 10

DIRECTORY OF OFFICERS AND EMPLOYEES
(SECTION 4 (1) (b) (ix))

Sl. No	Name	Designation	Office	Residence	Mobile
1.	Shri M. G. Kiran	CCS	205682	231889	-
2.	Smt.Jemima Pradhan	Director	203885	202841	9832567313
3.	Smt. Basanti Rai	J.S.	205625	207481	9434109812
4	Shri G.T. Lama	DyDirector (Pub)	203942		9434485655
5	Shri Milan Kr Subba	Dy.Director(Advt)	202093	03592645020	9475087782 9832060771
6	Shri Ugen Bhutia	Dy. Director(Film)	202784	-	9733005307
7	Shri T. B. Pradhan	Dy.Director (Photo)	202784	-	9434486066
8	Shri Budha Prk. Rai	Dy. Director.	2516053	-	9434110067
9	Shri D K. Basnet	Under Secretary I		257551	9475010551
10	Shri S.T. Tashi	Under Secretary II	202093	202981	9733301780
11	Smt. Sonam Ongmu	DIO(East)	205119	203022	9832016657
12	Shri Lilaman Subba	DIO (W)	250767	254337	9434110114
13	Smt. Kusum Rai	DIO (South)	263768	263392	9733114499
14	Shri Sonam Choppel	DIO (N)	234222	-	9434153056
15	Smt Chunni Thakarpa	Editor Eng	203942	263192	9832014600
16	Smt Tshering Bhutia	Editor Nep	202093		6474348824
17	Shri Tom Tsh Lepcha	Editor (Lepcha)	202093	-	9474348824
18	Shri Bishal Khawas	P.O.	202784	280730	9832563855
19	Smt. W.Gensapa	O.S.	205625		9933001133

CHAPTER 11

**MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING
THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS
(Section 4 (11) (b) (x))**

Provide information on remuneration and compensation structure of officers and employees
(Regular Establishment) in the following format:

Sl. No	Name	Designation	Monthly remuneration including its composition (Rs.)	System of compensation to determine Remuneration as given in regulation
1	Shri M.G. Kiran	Comm-cum-Secretary		
2	Smt. Jemima Pradhan	Director, SSCS	45645/-	
3	Smt. Basanti Rai	Joint Secretary, SSCS	38933/-	
4	Shri D.K. Basnett	Under Secretary, SCS	18795/-	
5	Shri Sonam T Tashi	Under Secretary, SCS	18795/-	
6	Shri G.T. Lama	Dy Director, SSDMS	29804/-	
7	Shri Ugen Gyatso	Dy. Director (Film) SSDMS	28998/-	
8	Shri T.B.Pradhan	Dy. Director (Photo), SSDMS	28998/-	
9	Shri Milan Kr Subba	Dy. Director (Advt.) SSDMS	27387/-	
10	Shri Buddha P. Rai	Dy. Director (Siliguri), SSDMS	26582/-	
11	Smt. S.W. Shenga	DIO (East), SSDMS	20608/-	
12	Shri Lilaman Subba	DIO (West), SSDMS	25441/-	
13	Smt. Kusum Rai	DIO (South), SSDMS	20004/-	
14	Shri Sonam Chopel	DIO (North), SSDMS	20006/-	
15	Smt. Chunni Thakarpa	Editor (English), SSDMS	20608/-	
16	Shri T.T. Lepcha	Editor (Lepcha)	18795/-	
17	Smt Tshering Bhutia	Editor (Nepali)	22421/-	
18	Shri Bishal Khawas	Photo Officer	17220/-	
19	Smt. Januki Gurung	Pvt. Secretary	19542/-	
20	Smt. Lenkit Tasho	Pvt. Secretary	20608/-	
21	Smt. Wangmu Gensepa	O.S	15238/-	
22	Smt. Chandra M Pradhan	Accountant	19938/-	
23	Smt. Doma Yanki	Accountant	18245/-	
24	Smt. Kanta Theengh	UDC	16916/-	
25	Smt. Tshering Diki	UDC	15842/-	
26	Smt. Raghunath Chhetri	UDC	13532/-	
27	Shri Tara Kr. Chhetri	UDC	15573/-	
28	Ms. Sangay Ongmu	LDC	15036/-	
29	Smt. Til Kumari Roka	LDC	12059/-	
30	Smt. Rubina Rai	LDC	14231/-	
31	Smt. Meera Pradhan	LDC	15305/-	
32	Smt. Saraswati Thapa	LDC	11546/-	
33	Shri Ratan Bdr. Margar	LDC	12781/-	
34	Shri Sonam Peden	LDC	15036/-	
35	Shri Deenam Lepcha	LDC	13962/-	
36	Shri Dup. Tsh. Lepcha	LDC	14499/-	
37	Smt Yanday Bhutia	LDC	10272/-	
38	Smt. Coocoola Barfungpa	Accreditation Asstt.	10955/-	
39	Shri Ugen Thendup	Sub-Edt (Bhutia)	15440/-	
40	Shri Guman S. Subba	Sub-Edt (Limboo)	14634/-	
41	Shri Keshap Chhetri	Printer	13425/-	
42	Smt. Tashi Doma	Proof Reader	14146/-	
43	Shri Dugnam Lepcha	Proj Attd., Grade II	15315/-	
44	Shri Pem Chewang	Proj Attd., Grade II	13532/-	
45	Shri Jit Bdr Mukhia	Proj Attd., Grade -III	12097/-	
46	Shri N.B.Pradhan	Proj Attdt.	10499/-	
47	Shri Durga Prd. Pradhan	Asstt. Photographer, Sel. Grade.	17158/-	

48	Shri Bhakta Bdr Tamang	Camera Person, Grade - I	14903/-	
49	Shri Dhanapati Sharma	Camera Person, Grade -I	14231/-	
50	Shri N.B.Chhetri	Camera Person Grade-I	13560/-	
51	Shri Dilliram Gurung	Camera Person,Grade III	13157/-	
52	Shri Kumar Thapa	Camera Person, Grade III	12351/-	
53	Shri Chetnath Sharma	Camera Person, Grade III	11316/-	
54	Shri Palden Lepcha	Camera Person, Grade IV	8592/-	
55	Shri Samdup Lepcha	Camera Person, Grade IV	8592/-	
56	Shri Anand Lepcha	Camera Person, Grade IV	8794/-	
57	Shri Chewang Namgyal	Astt. Proof Reader (Bhutia)	13694/-	
58	Shri Takchung Lepcha	Calligrapher(Bhutia)	10727/-	
59	Shri Tashi Bhutia	Peon	12781/-	
60	Shri Damber Chhetri	Peon	12553/-	
61	Shri Ongchuk Lepcha	Peon	7948/-	
62	Shri Sher Bdr. Chhetri	Peon	8983/-	
63	Shri Buddha Bir Rai	Peon	9277/-	
64	Shri Nim Pintso Sherpa	Peon	9599/-	
65	Shri Sonam Wangyal	Peon	8095/-	
66	Shri Bhaichung Bhutia	Peon	8095/-	
67	Smt. Pushpa Darnal	Peon	8983/-	
68	Smt. Manjana Pradhan	Peon	8095/-	
69	Shri Santosh Subba	Peon	8095/-	
70	Shri Karma Tsh. Lepcha	Peon	8095/-	
71	Shri Purna Kr Gurung	Peon	11218/-	
72	Shri Sandup Bhutia	Daftry	9198/-	
73	Shri Tshering Dorjee	Driver	14621/-	
74	Shei Loday Bhutia	Driver	15708/-	
75	Shri Devilall Gurung	Driver	15708/-	
76	Shri Roshan Chhetri	Driver	17117/-	
77	Shri D.B.Tamang	Driver	12083/-	
78	Shri Rinchen Bhutia	Driver	18058/-	
79	Shri Chandra Gurung	Driver	8572/-	
80	Shri Chewang Bhutia	Driver	10096/-	
81	Shri Prem Kr Chhetri	Driver	11478/-	

Establishment- Ad-hoc

Sl No	Name	Designation	Monthly remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1.	Shri Bishnu Kr. Rana	Sub- Editor (Margar)	9689/-	
2.	Shri Dupgay Lepcha	Sub- Editor (Tibeten)	11386	
3.	Shri Nima Tamang	Sub- Editor (Tamang)	8241/-	
4.	Shri Prabhat Rai	Sub- Editor(Rai)	8552/-	
5.	Shri Pradeep Kr Gurung	Sub- Editor (Gurung)	10824/-	
6.	Shri Tarboo Sherpa	Sub- Editor (Sherpa)	7692/-	
7.	Ms. Meena Pradhan	Sub- Editor (Newar)	7254/-	
8.	Shri Promod Gautam	SIA	12583/-	
9.	Shri Simon Subba	SIA	12583/-	
10.	Shri Sonam Goperma	SIA	10036/-	
11.	Smt. Radha Sharma	Comp.Operator	6171/-	
12.	Smt. Passang Lhamu	Comp.Operator	7051/-	
13.	Shri Pema Gyatso	Driver	8955/-	
14.	Shri Abdesch Rawat	Sweeper	6965/-	

Establishment – Contract basis on consolidated pay

Sl No	Name	Designation	Monthly remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1.	Miss Karma Tsh. Dolma	Proof Reader (English)	10650/-	
2.	Miss Pavitra Chhetri	SIA	10650/-	
3.	Shri Buddha Hang Subba	SIA	10650/-	
4.	Miss Urmila Gurung	SIA	10650/-	
5.	Miss Mandira Pradhan	Computer Assistant	10700/-	
6.	Miss Sunmala Sunwar	Sub-Edt (Mukia)	10700/-	

Establishment: Muster Roll basis.

SI No	Name	Designation	Monthly remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1	Subash Sharma	Prod. Asstt.	13475/-	
2	Geeta Bardewa	LDC	9129/-	
3	Nima Chuki	LDC	9129/-	
4	Jitendra Rai	LDC	9129/-	
5	Dorjee Bhutia	Driver	8592/-	
6	Akash Pradhan	Driver	8592/-	
7	Bal Bdr Chhetri	Driver	8592/-	
8	Pema Lendup	Driver	8592/-	
9	Mandeep Chhetri	Packer	8189/-	
10	Bijay Chhetri	Packer	8189/-	
11	Bishnu Maya Tamang	Packer	8189/-	
12	Pancha Bir Subba	Packer	8189/-	
13	Puran Lama	Packer	8189/-	
14	Sushila Gurung	Packer	8189/-	
15	Juliet Gurung	Packer	8189/-	
16	Kismat Chhetri	Packer	8189/-	
17	Phupu Doma	Packer	8189/-	
18	Kamal Chhetri	Packer	8189/-	
19	Bhai Tsh. Bhutia	Packer	8189/-	
20	Thendup Bhutia	Packer	8189/-	
21	Jaman Singh Rai	Peon	7682/-	
22	Smt. Passang D Lepcha	Peon	8189/-	
23	Shri Gopal Rasaily	Peon	7682/-	

CHAPTER – 12

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.

(Section 4(1) (b) xi)
12.1 & 12.2

Annual Budget allocation during the financial year 2008-2009.

Sl n o.	Sector	PLAN		NON PLAN	
		Approved Outlay	Revised Outlay	Approved Outlay	Revised Outlay
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1.	Films	5.00	5.00	2.04	2.74
2.	Direction & Adm	26.00	39.20	35.38	36.73
3.	Research and Trg.	50.50	40.30	-	-
4.	Advertising & Visual Pub.	190.00	190.00	2.68	72.68
5.	Information Centre	13.00	13.00	50.38	50.98
6.	Photo Services	11.00	11.00	9.93	10.08
7.	Publication	105.50	105.50	69.69	67.14
8.	Sect. Social Services	-	-	1.65	1.40
9.	Capital Outlay	100.00	100.00	-	-

CHAPTER – 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

(Section 4 (1) (b) xii)

13.1,13.2,13.3

Positive Journalism Grant of Rs. 5000/- to the selected Journalists has been launched from the year 2004 to enable them to consult their counterparts, libraries , archives and visit other institutions for professional exchange anywhere in India . Accordingly a three member committee has been constituted to select the Journalists for accord of grant. This is enhanced to Rs. 10,000/- from 2005.

CHAPTER -14

PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY

(Section 4 (1) (b) xiii)

CHAPTER – 15

INFORMATION AVAILABLE IN ELECTRONIC FORM

(Section 4 (1) (b) (xiv))

15.1

Electronic Format	Description (Site Address/ Contents of title location where available etc.)	Designation & address of the custodian of Information (Held by whom?)
Web Site	www.sikkimipr.org History, People, physical features, culture, Economy, places of worship, Statistic, publications etc.	IPR Department

15.2 Particulars of facilities available to citizens for obtaining informations has been described in the next .

CHAPTER -16

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION
(Section 4 (1) (b) xv)**

Facility	Description(location of Facility/name etc.	Details of Information made available
Notice Board	Head Office, Gangtok, DIC Namchi, Gyalzing & Mangan and PRO's Office , Siliguri	Sikkim Herald and Herald Classified
Publications	-do-	All IPR Publications
Office Library	-do- (Time: Office hour 10am to 4pm)	Sikkim Herald, Herald Classified, news papers and other IPR publications
Websites	www.sikkimipr.org	Sikkim Herald, Herald Classified and other informations as indicated at chapter 15.
Other facilities	Sikkim Herald are also mailed to all Central and State Ministers, State Government Departments, Schools, Panchayats, Health Centres etc.	

CHAPTER – 17

**NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC
INFORMATION OFFICER & ASSTT. PUBLIC INFO. OFFICERS.
Section 4 (1) (b) xvi)**

Sl. No.	Name of Office/administrative unit	Name & Designation	Tel. No./Fax	E-mail
1.	Head Office, IPR, Gangtok	Mr. G.T.Lama Dy. Director, PIO	203942 (O)	
2.	-do-	Mrs. Sonam Wangmu Shenga, DIO (East)APIO	953592- 205119 (O)	dioeast@hotmail.com
3.	DIC, Gyalzing	Mr. L. M. Subba, DIO (West), APIO	953595- 250767 (O)	
4.	DIC, Namchi	Mrs. Kusum Rai, DIO(South) APIO	953595- 263768(O)	
5.	DIC Mangan	Mr. Sonam Choppel Bhutia DIO, (North)APIO	953592- 234222(O)	

CONTENTS
INFORMATION & PUBLIC RELATIONS DEPARTMENT
GOVERNMENT OF SIKKIM

**PUBLICATIONS UNDER SECTION 4(1) OF THE RIGHT TO INFORMATION ACT,
2005.**

		Page No.
1.	CHAPTER – 1 Introduction	1
2.	CHAPTER- 2 Organization, function & duties	2
3.	CHAPTER- 3 Power & Duties of officers & Employees.	3-4-5
4.	CHAPTER-4 Procedure followed in decision making process.	6
5.	CHAPTER- 5 Norms set to the discharge of functions	7
6.	CHAPTER-6 Rules, regulations, instructions, manual and records for discharging functions	7
7.	CHAPTER- 7 Categories of the documents held by the public authority under its control.	8
8.	CHAPTER- 8 Arrangement for consultation with, or representations by the members of the public in relations to the formulation of policy or implementation thereof.	8
9.	CHAPTER- 9 Boards of council, committees and other bodies constituted as part of the public authority,	9
10.	CHAPTER-10 Directory of Officers	10
11.	CHAPTER- 11 Monthly remuneration received by Officers and employees, including The system of Compensation as Provided in Regulations	11-14
12.	CHAPTER-12 Budget allocated to each agency including plans etc.	15
13.	CHAPTER-13 Manner of execution of subsidy programmes	16
14.	CHAPTER-14 Particulars of recipients of concession of permits or authorization granted by the public authority.	16
15.	CHAPTER-15 Information available in electronic form	16
16.	CHAPTER-16 Particulars of facilities available to citizens for obtaining information.	17
17.	CHAPTER-17 Names, designations and other particulars of public information officer and assistant public information officers.	17
18.	CHAPTER-18 Other useful informations	18-28



**Information & Public Relations Department
Government of Sikkim**

**Publication under section 4 (1) (b) of
The Right to Information Act, 2005**

Gangtok -737101

2009

