



**FOOD SECURITY & AGRICULTURE DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM**

Memo No.50/FS&ADD/

Dated:- 18.05.15

CIRCULAR

On the directions of the Head of the Department, the schedule for reporting, reviewing and accepting authorities for the Departments of FS & ADD, H & CCDD and AHLF & VS will be as under :-

S. N.	Category of Government Employees	Reporting Authority	Reviewing Authority	Accepting Authority
1.	All Secretaries/Special Secretaries/ Heads of Departments	Addl. Chief Secretary/Agriculture Production Commissioner	Respective Minister	Chief Minister
2.	Director/Chief Engineer/Principal CE/CE/Principal Director/Additional Secretary or equivalent	Secretary/Head of Department	Addl. Chief Secretary/Agriculture Production Commissioner	Minister-in-Charge
3.	Joint Secretary or equivalent	Secretary/Head of Department	Addl. Chief Secretary/Agriculture Production Commissioner	Minister-in-Charge
4.	Deputy Secretary or equivalent	Joint Secretary or equivalent	Secretary/Head of Department	Addl. Chief Secretary/Agriculture Production Commissioner
5.	Under Secretary or equivalent	Deputy Secretary or equivalent	Additional Secretary or equivalent	Secretary/Head of Department
6.	All Non-gazetted staff	Under Secretary or equivalent	Deputy Secretary or equivalent	Joint Secretary or equivalent

Those who have already submitted the Annual Confidential Report (ACR) / Annual Property Return (APR) for the financial year 2014-15 also need to follow the above schedule and re-submit fresh ACR/APR if required.

contd

While the accepting authority is sacrosanct, in the case of reporting authority, immediate superior officer may report on the ACR.

Sd/-
Agriculture Production Commissioner
Govt. of Sikkim

Memo No: /661/65/Adm/FS&ADD

Dated:

Copy to:

1. Agriculture Production Commissioner, Govt. of Sikkim;
2. Commissioner-cum-Secretary, DOPART;
3. Commissioner-cum-Secretary, AHLF&VSD;
4. PD-cum-Secretary, FS&ADD/H&CCDD;
5. All Heads of PSUs, FS&ADD/H&CCDD/AHLF&VSD;
6. Director, FS&ADD/H&CCDD;
7. Addl. Director, Accounts, H&CCDD;
8. All Joint Directors, FS&ADD/S&WC/IPM;
9. Joint Director, Accounts Section, FS&ADD;
10. Supdt. Engineer, Engineering Cell, FS&ADD;
11. Deputy Secretary, H&CCDD;
12. Sr. PS to HM, FS&ADD/H&CCDD
13. All Deputy Directors, FS&ADD/S&WC;
14. Assistant Director, IT Cell, FS&ADD;
15. Notice Board;
16. File and
17. Guard file.

Sd/-
Deputy Secretary to the Government of Sikkim
FS&ADD

