

FINANCE DEPARTMENT

**GOVERNMENT OF SIKKIM**

**GANGTOK**

Surr. /Fin/Bud/…... Dated…………..…….

# SANCTIONED

To,

 Head of the Department,

 ……………..(Departments name).

 Government of Sikkim.

 **Director/Dy.Director**

 **Finance, Revenue & Expenditure Department**

Copy forwarded to: -

1. The Chief Pay & Accounts Officer, Govt. of Sikkim

2. The A.G. Sikkim, Lekha Pariksha Bhawan,Deorali,Gangtok.

3. Concerned file

Director/Dy.Director

 Finance Department

INSTRUCTIONS:

1. Score out ‘Preliminary’ or ‘Final’ as the case may be at the top marked.
2. Separate statements should be prepared in respect of Revenue & Capital expenditure.
3. Figure relating to charge expenditure should be indicated by writing (charged against them).
4. Only those item in which any excess or saving if anticipated should be shown. In case there is no such item, a blank statement should be submitted.
5. Reason for anticipated excess or saving should be explained clearly and briefly for each item in remarks column.
6. The prescribed format of anticipated excess/saving should be strictly adhered to and the figure should be in thousand of rupees.