

SIKKIM
GOVERNMENT

SIKKIM



GAZETTE

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No. 457

GOVERNMENT OF SIKKIM
FINANCE, REVENUE & EXPENDITURE DEPARTMENT

No. 07/FIN/ADM/15-16

Dated 6/11/2015.

NOTIFICATION

Whereas, the State Government has been granting permission to conduct raffles in the State of Sikkim to the registered Associations/Educational Institutions and Organizations etc of Sikkim based on the guidelines issued from time to time;

And whereas, in order to have effective supervisions and monitoring of the permission granted for conduct of such raffles in Sikkim, it is felt expedient and necessary to frame the following guidelines for regulation and conduct of raffles in the state of Sikkim.

Now, therefore, the State Government in supersession of all the earlier guidelines issued on the subject, hereby lay down the following guidelines with immediate effect:-

(1) In these guidelines, unless the context otherwise requires :-

- (a) **"A Registered Non-Governmental Organization / Association** is an organization registered with the State Government that is neither a part of a Government nor a conventional for-profit business usually set up by ordinary citizens, these Organizations may be partially funded by the Governments, or fully funded by the Foundations, Businesses, or Private Persons".
- (b) **"Government Agencies / Educational Institutions** are separate administrative units of Government that are fully financed by Government and tasked with specific responsibilities. These agencies can be established by Central, State or local Governments but does not include Government departments".

- (2) Permission to hold raffles shall be granted to the registered Non-Governmental Organizations/ Associations/Educational Institutions etc by the Secretary to the Government of Sikkim, Finance Revenue & Expenditure Department on the recommendation of the District Collector, where the raffle is to be drawn.

[Handwritten signatures and initials]

- (3) The District Collectors of respective district shall be competent to grant permission for holding raffles by the Government Agencies/Educational Institutions on deposit of applicable royalties in advance.
- (4) No permission shall be granted without pre-payment of applicable Government royalties.
- (5) The permission shall be granted on submission of completed application enclosing therewith necessary documents as required in prescribed **Form-I**. They are also required to submit an undertaking accepting all the terms and conditions as laid down in this Notification.
- (6) All applications for grant of permission for conducting the raffles shall be made to the District Collector of the respective District where the proposed raffle is to be drawn at least thirty days (30) prior to the tentative date of sale of raffle ticket. The applicant shall provide the details of prizes proposed to be awarded to the winners along with the cost involved on them. The applicant shall also furnish to the District Collector along with the prescribed form, the copy of valid registration certificate, Contact Number, Address Proof and three copies of passport size photographs.
- (7) Applications shall be made by the persons authorized by such registered Associations/Private Educational Institutions / Organizations duly attaching a copy of such resolutions authorizing him to sign on behalf. In case of Government Agencies/Institutions "**No Objection Certificate**" obtained from respective Heads of Department or Heads of Office is to be attached along with such application for grant of permission.
- (8) The District Collector shall ensure proper verifications as deemed necessary to establish the integrity and legality of the applicant and reasonability for conduct of such raffle before issue of permission under Clause 3 or forward to Finance, Revenue & Expenditure Department under Clause 2 of these guidelines with necessary recommendations for grant of the permission.
- (9) The maximum cost of each ticket shall be Rs. 200/- (Rupees Two hundred) only
- (10) The application must include a "sample copy" of the proposed raffle ticket.
- (11) The District collector is empowered to grant permission to the "**Government Agencies / Educational Institutions etc**" and permission to any Non-Governmental Organizations/ Associations etc shall be granted by Secretary, Finance, and Revenue & Expenditure Department on the recommendation of the respective District Collectors.
- (12) Permission shall be granted only on production of the Bank Receipt / Challans after depositing **6% (Six percent)** of the total amount proposed to be collected through the sale of the tickets as Government Royalty under the Head- 0070-Other Administrative Services-60-Other Services -800-Other receipts.
- (13) The prizes shall be in kind only and the value of which shall not be less than **55% (Fifty Five)** of the gross value of tickets permitted for sale.
- (14) Permission for drawal of raffle shall be issued with a validity period of **3 (three) months** at one spell. Any extension of time for drawal of raffle upto the period of 1(one) month shall be granted

by the respective competent authorities duly verifying the reasons stated therein and for further extension of time, the same shall be granted only with the approval of Government through Finance, Revenue and Expenditure Department not exceeding **60 (sixty) days**.

- (15) The printing of ticket and the cost involved thereon shall be the responsibility of the Organizations/ Associations/ Agencies to whom such permission has been granted.
- (16) The authorized applicant of the registered organization, other members of the executive body and the head of the Government Agency/Educational Institutions shall be personally responsible for proper conduct and management of raffles for which they are permitted. This responsibility cannot be delegated to the third party by the registered Non- Governmental organization and the Government Institutions including the conditions as laid down by the competent authorities while granting such permissions.
- (17) Raffle tickets shall not be sold until the organization has been issued permission for the raffle. Raffle tickets shall be sold for the price indicated on the ticket.
- (18) The organization or their agents shall not sell any raffle tickets permitted by the District Collector outside the State of Sikkim.
- (19) A copy of the permission including any extensions and the conditions for grant of permission for the raffle shall be made available during ticket sales at each selling venue.
- (20) Members of the organization responsible for the conduct and management of the raffle shall not be permitted to purchase tickets for that raffle.
- (21) Tickets shall not be sold to a person under the age of 18 (eighteen) and the minors shall not sell tickets on behalf of the organization. Raffle tickets must not be distributed forcefully to persons who have not agreed to sell or buy them.
- (22) The Commission etc if any, given to the sellers of the raffle tickets shall be decided by the concerned Organizations/Associations/ Institutions.
- (23) The draw shall be held in public place in presence of a committee comprising at-least five prominent persons as may be selected by the organizations/institutions concerned for which proper record of result duly signed by them shall be kept by the Organizations/Associations concerned. However, the organization concerned shall be required to co-opt other members in the committee on the nomination by the respective District Collector.
- (24) The result of draw shall be intimated to the District Collector and Finance, Revenue & Expenditure Department in writing within 15 (fifteen) days from the date of drawal. A list of unclaimed prizes shall be endorsed to the District Collector and Finance, Revenue & Expenditure Department by the concerned organization within (1) one month from the date of drawal. The unclaimed prizes shall be secured or placed in safekeeping for a period of 3(Three) months from the date of the draw and by that time any unclaimed prizes or cash equivalent to the fair market value of the prize shall be donated to a beneficiary benevolently selected by the District Collector with the approval of competent authority.
- (25) The prizes shall be delivered to the winners immediately (within a week's time) from the date of submission of ticket to the concerned Organization. The organization shall be responsible for

wide publicity of the result in local papers and make every reasonable effort to notify the winning numbers.

- (26) The proceeds of the raffle shall be utilized for the purpose communicated to the Government while applying for permission.
- (27) The District Collector reserves the right to reject any application without assigning any reason.
- (28) In case of disputes of any nature, while conducting raffle/sale of raffle tickets etc. the same shall immediately be referred to the District Collector concerned whose decision shall be final and binding.
- (29) The Government of Sikkim, in Finance, Revenue and Expenditure Department reserves the right to conduct audit of the Organizations concerned regarding proper utilizations of the fund raised through sale of raffle tickets. The records pertaining to drawal of raffle shall be retained by organization for period of (5) five year from the date of drawal.

By order and in the name of the Governor.

**PRINCIPAL SECRETARY
FINANCE, REVENUE AND EXPENDITURE DEPARTMENT
GOVERNMENT OF SIKKIM**



GOVERNMENT OF SIKKIM

FORM - I

Passport size
Photograph of
the applicant

For official use
only

APPLICATION FOR A PERMIT TO CONDUCT A RAFFLE

Name of Organization			
Type of Organization			
Registration No. & Date			
Permanent Address of the Organization			
Mailing Address if different than above			
Permit Number of previous Raffle organized if any			
Authorized applicant's Name			
Authorized applicant's Father's Name			
Address proof of applicant (Any one)			
Designation of applicant in the Organization			
Mobile Number of the Applicant			
Description/purpose of the Raffle			
Total Numbers of Ticket proposed to be printed (In all series) for the raffle			
Value of each Ticket			
Detail of prizes and value	Sl. no.	Categories of prizes	Value of Prizes
	1.	1st prize	
	2.	2 nd Prize	
	3.	3 rd prize	
	4.	
	5.	

	Total amount of prizes(Rs)	
Proposed First and Last dates for Sale of Raffle Tickets		
Location(s) at which raffle Tickets will be sold or issued		
Date of Draw		
Place of Draw		
Government Royalties Paid	Challan No	Dated
	Amount Rs.....(.....)	
I/we abide by all terms & conditions and other rules and regulation relating to the conduct of raffle as notified by Government of Sikkim.		
<p style="text-align: right;">* Signature of Authorized Applicant</p>		

Instructions see overleaf.

INSTRUCTIONS:

1. The completed form shall be submitted to the District Collector at least 30 days prior to the start of the sale of raffle tickets.
2. This application must include a "sample draft" of the raffle ticket.
3. The complete application form must be supported by a copy of valid Registration Certification issued by the competent authority.
4. A copy of the Minutes of meeting of the organization in which the decision to organize the raffle is taken.
5. The Non- Governmental Organization must be registered with the State Government and functioning in the state at least for a period of six months.
6. The Government Agencies /Educational Institutions etc. must submit a "No Objection Certificate" from Heads of the department or Head of the office of the respective Department.