

**GOVERNMENT OF SIKKIM
FINANCE DEPARTMENT
GANGTOK**

No.140/Fin/Adm

Dated:Aug.10 1993

STANDING ORDER

Subject : **Procedure for approval of tour programmes**

1. Tours within Sikkim

- a) Heads of Departments will obtain approval of their tour programs from the Ministry concerned. A copy of the approved tour program will be submitted to the Chief Minister and Chief Secretary.
- b) All Gangtok station Class I officers will obtain approval of their tour programs from the head of department.
- c) All district heads of offices and officers in charge of District Offices of Departments will obtain approval of their tour programs from the District Collector who is deemed to be their Controlling Officer under Sikkim Allowance Travelling Rules 61 (I).
- d) All other officers and staff will obtain approval of their tour programs from the head of office designated as Controlling Officer under the Sikkim Travelling Rules 61 (I).

2. Tours outside Sikkim

- a) Head of Departments will obtain approval of the Chief Minister through Chief Secretary and Minister of the Department. Copy of the approved tour program will be sent to the Chief Minister, the Minister concerned and Chief Secretary.
- b) All other officers will obtain approval of the Minister of the Department through the head of department and Head of Office.
- c) Non-gazetted staff will obtain approval of the head of department through the head of office.

SD/-
G.P.Pradhan
Secretary Finance

