

**GOVERNMENT OF SIKKIM  
FINANCE DEPARTMENT  
GANGTOK**

No.29/Fin/Adm/96

Dated:25.09.96

OFFICE MENORANDUM

Subject: **Tours outside Sikkim**

Ref: This Department Standing Order No. 140/Fin/Adm dated: 10th Aug.1993

Attention of all Heads of Department/ Offices is invited to Finance Department's standing orders on the subject indicated above wherein certain procedures had been spelt out for Tours outside Sikkim.

While reiterating these rules, it is further ordered that :

1. Tours outside the State should be kept to the absolute minimum.
2. Greater efforts should be made to utilise the services of the resident Commissioner, Sikkim House, Delhi who should be suitably briefed so that he can represent the Government of Sikkim in quite a few meetings.
3. Officers who are not entitled to travel by air should plan their tour programs well in advance so that they do not have any difficulty in obtaining railway reservation.
4. The period of the tour should be kept to the absolute minimum and each day to be spent outside the State should be fully justified in terms of specific tasks that need to be carried out and necessity of the personal presence of the officer concerned.
5. T.A. bills of Secretary/Heads of Departments when submitted should have a photocopy of the approved tour program and tour diary duly approved by the Chief Secretary.

Standing Order No.140/Fin/Adm. dated 10th August, 1993 shall stand modified to that extend.

Sd/- Tashi Tobden  
Commissioner cum Secretary  
Finance Department