



HUMAN RESOURCE DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK

O.O.No. 553/HRDD/DIR/SE/2018/530

Dated: 10/03/2018

OFFICE ORDER

The Department is in the final phase of creating a robust data base of all employees of Human Resource Development Department (HRDD) in the website www.sikkimhrdd.org. It may be pertinent to note that proper data base is very crucial for digitization of records which in turn will make the functioning of department and delivery of services more efficient. The website has several facilities such as provision for preparing salary bills, issue of orders, last pay certificate etc. but unless and until the department make use of this resource and employees login and update their details the effort will be a futile exercise.

In view of this, all section of HRDD including district and block level offices are hereby directed to make sincere effort to use the digital means/website to prepare salary bill, increment orders, transfer order, retirement order, submission of joining report, relieving order etc. so that all records are easily updated. Similarly all employees working under the department- both teaching and non teaching are hereby directed to update their details within 31st March 2018 positively. The failure to do so may result in non release of salary and various other documents to the employee due to non availability of updated data.

All Directors and district Joint Directors are hereby directed to personally monitor the process to see that the exercise is completed within stipulated date. The compliance to this directive will be reviewed during first week of April 2018 by the undersigned.



Sd/-
G.P.Upadhyaya
Additional Chief Secretary
Human Resource Development Department

Copy to:-

- 1) All Directors, HRDD, Government of Sikkim
- 2) Additional Director (IT), HRDD
- 3) Joint Directors (N/E/W/S), HRDD.
- 4) Joint Director (ICT), HRDD- Nodal officer, E-Infosys
- 5) PS to HM, HRDD for information of HM, HRDD


M.T. Sherpa
Special Secretary cum Director (SE)
Human Resource Development Department
Government of Sikkim