



**GOVERNMENT OF SIKKIM
FOOD & CIVIL SUPPLIES DEPARTMENT
SECRETARIAT ANNEXE - I, SONAM TSHERING MARG
GANGTOK, SIKKIM-737101**

No. 14 / F&CSD

Date: 25/06 /2026

OFFICE ORDER

In pursuance of Notification No. 59/Home/2026 dated 15.06.2026, regarding the establishment of Administrative Data Governance Unit for the production of official statistics, an Administrative Data Governance Unit (ADGU) is hereby constituted. The following members are accordingly notified as part of the unit:

Sl. No.	Division/Section	Members
1.	Ms. Tenzee T. Bhutia, Joint Director (IT), Food & Civil Supplies Department	Nodal Officer, Administrative Data Governance Unit
2.	Mr. Anil Sikdel, Joint Director (PDS) Public Distribution Scheme Section, Food & Civil Supplies Department	Member
3.	Mr. Titus Basnett, Joint Director, Legal Metrological Unit & Consumer Protection Cell (Division), Food & Civil Supplies Department	Member
4.	Mr. Kusum Latta Rai, Deputy Secretary, Administrative Section, Food & Civil Supplies Department	Member
5.	Mr. Governdhan Pradhan, Accounts Officer-cum- D&DO, Accounts Section, Food & Civil Supplies Department	Member
6.	Mr. Karma Tsewang Topden Bhutia, Assistant Director (IT), IT Section, Food & Civil Supplies Department	Member

The Administrative Data Governance Unit shall discharge the following duties and responsibilities:

1. Establish and strengthen the administrative data ecosystem of the Department improving policy formulation planning monitoring and service delivery
2. Undertake data harmonization and standardize administrative statistics in coordination with the Directorate of Economics, Statistics, Monitoring & Evaluation (DES&ME).

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3. Ensure proper collection, compilation, dissemination, storage and maintenance of administrative data and official departmental statistics.
4. Coordinate with the designated Nodal Department (DES&ME) on matters relating to the State Data System framework.
5. Facilitate timely submission of data, reports and information as required by the Nodal Department from time to time.

All Section and sub-offices under the Department are directed to extend full cooperation to ADGU and ensure strict compliance with the provisions of the Home Department order.

By order.

Sd/-

**Secretary to the Government of Sikkim
Food and Civil Supplies Department**

Memo No: 41 - 46 /F&CSD

Date: 25/06/2026

Copy to: -

1. All persons concerned,
2. Jt. Secretary (Confidential), Home Department,
3. Director, DES&ME,
4. Joint Controller, LUM&CP Cell, F&CSD
5. Joint Director (IT), F&CSD for uploading in the office portal,
6. P.S. To Secretary, F&CSD,
7. File & Guard file.



**Special Secretary to the Government of Sikkim
Food and Civil Supplies Department**