



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

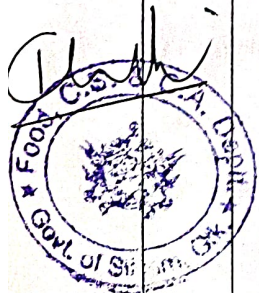
No. 459 / F&CSD

Date: 20/04/2026

OFFICE ORDER

With the approval of the Competent Authority, the following officers of the department are hereby assigned the following duties with immediate effect: -

| Sl. No. | Name & Designation | Assignment of work |
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| 1. | Ms. Diki Doma Bhutia, Special Secretary (Adm) | i. All Administrative works; ii. Member Secretary, Sikkim State Food Commission; iii. Appellate Authority, RTI Act ; iv. Estate Officer for the Management, Maintenance and updating of the Land Records of the department; v. Nodal Officer, Nasha Mukh Cell ; vi. Construction and repair of Food Godown (State budget); vii. Nodal Officer, Schedule Tribe Component (STC)/ State Tribal Sub-Plan (TSP); and viii. Nodal Officer, AADHAR linked biometric attendance. |
| 2. | Ms. Tenzin Yangchen Bhutia, Special Secretary (PDS) | i. All works related to Public Distribution System; ii. All Central Government Correspondence and I.T. matters in coordination with JD(IT); iii. Nodal Officer for "Connect to CM" platform of the Department; iv. Nodal officer for Disaster Management; and v. Nodal Officer for construction of Centrally Sponsored Food Godowns/PEG. |
| 3. | Mr. Sunil Chandra Sharma, Additional Director (Accounts) | i. All Directions & Account's Administrative works; ii. Preparation of Annual Budget; iii. Resource requisition, requisition of supplementary Grant, Fund surrender, Fund transfer to Districts; iv. Reconciliation of accounts with A.G. Office; v. Correspondence and the reply to Audit Inspection & CAG Reports; vi. Maintenance of books of Accounts of PFMS (Public Financial Management System) & SNA SPRASH (Single Nodal Agency Samayochit Pranali Ekikrit Shinghra Hastantaran); vii. Resource Controlling Officer; viii. All accounts related to PDS, claim for Central Assistance for intra-state movement, claim for Sugar subsidy from Government of India. Initiate proposal for monthly procurement of rice from FCI, payment of transportation bill, loading and unloading bill of Food Godowns; viii. Correspondence with Bank, DCSOs & Food Godown in-charges with regard to PDS related works; and |



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| | | ix. Monitor the sale proceed of rice and sugar of Food Godowns on fortnightly basis and report to Secretary, reconcile the deposit of Food Godowns with Bank accounts. |
| 4. | Ms. Tenzeen T. Bhutia, Joint Director (IT) | i. All matters related to IT Section; ii. State Public Information Officer, RTI Act; iii. Nodal officer, SMART-PDS Scheme; iv. Implementation of Vehicle Location Tracking System; and v. Implementation of Anna Chakra Tool. |
| 5. | Mr. Anil Sikdel, Joint Director (PDS) | i. All works pertaining to allocation of Rice, Sugar, Wheat, SK. Oil, Salt and all Central correspondence related to Public Distribution System; ii. Nodal Officer, Price Monitoring Cell; iii. Nodal Officer for Training & Capacity Building; iv. Nodal officer for Disaster Management; and v. Assistant Public Information Officer, (RTI Act) for PDS Section. |
| 6. | Ms. Kusum Latta Rai, Deputy Secretary | i. Administrative works and all matters related to department's land; ii. Nodal Officer for Coordination and implementation of PoSH (Prevention of Sexual Harassment); iii. Nodal Officer for effective implementation of Cigarettes and Other Tobacco Products (COTPA), 2003; iv. Nodal Officer for Centralized Public Grievance Redress & Monitoring System (CPGRAMS); v. Nodal Officer to sign sanction schedule; and vi. Assistant Public Information Officer (RTI Act) of Adm. Section. |
| 7. | Mr. Phurba Sherpa, Assistant Director (PDS) | i. Correspondence related to allocation of Rice, Sugar and SK. Oil ; and ii. Monitoring of sale proceeds of Rice & Sugar iii. Central government's correspondence related to Public Distribution System. |
| 8. | Mr. Goverdhan Pradhan, Accounts Officer | i. Drawing & Disbursing Officer; ii. Works related to Direction & Account's Administrative works; iii. Assist Account's head in preparation of Annual Budget; iv. Resource requisition, requisition of supplementary Grant, Fund surrender, Fund transfer to Districts; and v. Reconciliation of accounts with A.G., prepare reply of Audit Inspection Report and CAG Reports. |
| 9. | Ms. Sangay Doma Bhutia Private Secretary | i. Attached with Secretary, take dictation of all the works assigned by Secretary; ii. Handle the official emails, correspondence of the department with Government of India and State Government Departments and forward the mail to concerned Section Heads; and iii. Nodal Officer of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. |

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| 10. | Mr. Karma Tsewang Topden Bhutia, Assistant Director (IT) | <ul style="list-style-type: none"> i. Project related to End-to-End Computerization; ii. Implementation of RCMS (Ration Card Management System) for digitized ration card management, and epos/Ews; iii. Support PDS Section to achieve 100% e-KYC of NFSA beneficiaries; iv. Assist in implementation of Smart-PDS (Public Distribution System Beneficiaries); v. Coordinate between State & GOI for Mapper Report related works; vi. Nodal Officer for Government e-Marketplace (GeM) Portal; vii. Nodal Officer for implementation of the; <ul style="list-style-type: none"> a. Mission Karmayogi through iGOT; b. Unified Logistics Interface Platform (ULIP); c. State Action Plan on Climate Change (SAPCC); d. Implementation of official State Portal of Govt. of Sikkim of the department; e. Assistant Public Information Officer (RTI Act) of IT Section; and f. Neva Portal. |
| 11. | Ms. Priyanka Bagdas, Accounts Officer | Accounts matters related to Legal Metrology Unit & Consumer Protection Cell. |

By Order,

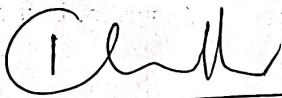
Memo No. **6882** - /F&CSD

Copy to:- **6885**

1. All concerned persons above,
2. P.S. to Secretary, F&CSD
3. Notice Board
4. File &
5. Guard file



Sd/-
Special Secretary to Govt. of Sikkim
Food & Civil Supplies Department
Dated: **20/04/2026**


Deputy Secretary to Govt. of Sikkim
Food & Civil Supplies Department