

**Voluntary Declaration under section 4(1) (b) of the Right to Information Act, 2005 pertaining to Chief Minister's Secretariat.**

**1. Particulars of the organisation.**

Chief Minister's Office, Government of Sikkim  
Tashiling Secretariat, Gangtok, Sikkim.

**2. Powers & duties of its officers and employees.**

Sl.No	Designation	Duties Allotted
1.	Principal Secretary CMO, Sikkim	He is the Head of the Office in the Chief Minister's Secretariat and supervises in secretarial work in the CMO.
2.	Additional Secretary to CM.	Attends to grievances of the people to CM and their follow up in the CMO.
3.	Joint Secretary to CM	Attends to administrative matters and follow up in the CMO.
4.	Special Officer to CM	Attends to Press, Messages and Print Media in the CMO.
5.	PRO to CM	Attends to meetings of the CM with members of public
6.	Private Secretary to CM	Attends to the matters connected with appointments of Chief Minister.
7.	PS and Sr. PS to Principal Secretary to CM	We have one Sr. PS and PS under the Principal Secretary to assist him.
8.	PAs.	We have 3(three)PAs to assist the Additional Secretary to CM and Joint Secretary to CM.
9.	UDC/LDCs	One UDC and the supporting LDCs attend to clerical works in CMO.

**3. Monthly remuneration received by its officers and employees.**

Name of Designation	Monthly remuneration/scale of pay
Principal Secretary, CMO	Rs.25,000/- (consolidated )
Additional Secretary to CM	Rs.12500-375-17000 [Rs.33,600/-]
Joint Secretary to CM	Rs.11000-350-16250 [Rs.23,560/-]
Special Officer to CM	Rs.12500-375-17000 [Rs.25,889/-]
Private Secretary to CM	Rs.7000-225-11500 [Rs.19,140/-]
PRO to CM	Rs.9000-300-13800 [Rs.24,480/-]
Sr. PS to Principal Secretary to CM	Rs.9000-300-13800 [Rs.23,490/-]

PS to Principal Secretary to CM	Rs.7000-225-11500 [Rs.19,501/-]
PA to Joint Secretary to CM	Rs.5500-175-9000 [Rs.19,081/-]
PA to Additional Secretary to CM	Rs.5500-175-9000 [Rs.16,981/-]
PA to Additional Secretary to CM	Rs.5500-175-9000 [Rs.17,292/-]

UDC	Rs.4500-135-7200 [Rs.15,661/-]
16 LDCs	Rs.3400-85-5100
10 Peons	Rs.2850-55-4170

**4. The Budget allocation and expenditure pertaining to CM Office for the Financial Year 2007-2008.**

Head of Expenditure	Budget Allocation	Expenditure Up to 30 <sup>th</sup> Sept. '07.	Remarks
2052-Sectt.General Services 00.090-Secretariat 44-C.M's Secretariat 44.00.01-Salaries 44.00.11-T.E.	89,60,000.00 2,00,000.00	(a)56,28,814.00 (b) 1,42,916.00	(a)payment of salaries to the officers & staff under CM Secretariat. (b)payment of tour expenses to the touring officers.
<b>Grand Total</b>	<b>Rs.91,60,000.00</b>	<b>Rs.57,71,730.00</b>	

5. The employees while discharging their functions follow the Sikkim Government Rules such as the Sikkim Government Service Rules, 1974, the Sikkim Government Establishment Rules, 1974, the Sikkim Financial Rules, 1979 etc.

**6. Phone numbers(office) of its officers.**

1. Principal Secretary to CM =202281
2. Additional Secretary to CM =204611
3. Joint Secretary to CM =202575
4. Special Officer to CM =201110
5. PRO to CM =228827

**7. The name, designation and phone number (office) of Public Information Officer.**

Ms. Chewang Choden Bhutia  
Joint Secretary, Home Department  
Phone No.-228157.