



GOVERNMENT OF SIKKIM
HOME DEPARTMENT
GANGTOK

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NOTIFICATION

In order to strengthen evidence-based, outcome-oriented governance and to ensure harmonization, integration, and effective utilization of administrative data across all Departments, it has been decided to establish an institutional mechanism for Administrative Data Governance in the State.

Accordingly, all Departments, Directorates, Autonomous Bodies, Public Sector Undertakings, and other Government entities under the State Government are hereby directed to constitute an **Administrative Data Governance Unit (ADGU)** in their respective Departments/Organizations for ensuring effective management, harmonization, dissemination, and utilization of administrative data.

The Administrative Data Governance Unit shall be headed by an officer not below the rank of Joint Secretary/equivalent officer and shall include representatives from the following sections/divisions:

1. Administrative Section
2. Accounts Section
3. Planning Section
4. Statistical Cell
5. IT Division
6. Any other relevant section deemed necessary by the Department

The Administrative Data Governance Unit shall discharge the following responsibilities:

- i. Establish and strengthen the administrative data ecosystem for improving policy formulation, planning, monitoring, and service delivery.
- ii. Undertake data harmonization and standardization of administrative statistics and data systems in accordance with guidelines/frameworks notified by the Directorate of Economics, Statistics, Monitoring & Evaluation [DES&ME] and Ministry of Statistics & Programme Implementation.
- iii. Ensure proper collection, compilation, storage, dissemination, and maintenance of administrative data and official statistics of the Department.
- iv. Coordinate with the designated Nodal Department on matters relating to Administrative Data Governance and implementation of the State Data System framework.



Further, the Directorate of Economics, Statistics, Monitoring & Evaluation [DES&ME] is hereby designated as the Nodal Department for 'Using Administrative Data Governance: Harmonizing Departmental Data' in the State and shall provide necessary guidance, coordination, and technical support for implementation of this initiative.

All Departments and concerned entities shall extend full cooperation to the Nodal Department and ensure strict compliance with the provisions of this Office Order.

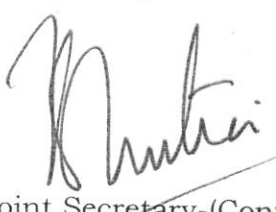
By order and in the name of the Governor

-Sd/-
(R. Telang) IAS
Chief Secretary
Government of Sikkim
File No. 665/GoS/DES&ME/2026

Copy for information to: -

1. The Principal Secretary to Hon'ble Chief Minister, CMO;
2. The Commissioner-cum-Secretary to Hon'ble Governor, Lok Bhawan;
3. All Addl. CS, Pr. Secretary, Secretary & HoDs, Government of Sikkim;
4. The Director General of Police, Police Headquarters, Gangtok;
5. The Secretary, Directorate of Economics, Statistics, Monitoring and Evaluation, Government of Sikkim.
6. All District Collectors/Superintendents of Police, Gangtok, Mangan, Pakyong, Soreng, Gyalshing, Namchi District;
7. The Staff Officer to Cabinet Secretary, Government of Sikkim;
8. The Staff Officer to Chief Secretary, Government of Sikkim;
9. The PS to the Secretary, Home Department, Government of Sikkim;
10. The PS to the Secretary (Protocol), Home Department, Government of Sikkim;
11. The Asst. Director-IT, Home Department for uploading in Government website;
12. The Gazette Section-For publication in the official Gazette and uploading on the e-Gazette platform;
13. File & Guard File.




Joint Secretary-(Confdl.)
Home Department