

SIKKIM



GOVERNMENT

GAZETTE

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Gangtok

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**GOVERNMENT OF SIKKIM
URBAN DEVELOPMENT DEPARTMENT
GANGTOK**

No: 21/UDD/2025

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NOTIFICATION

To manage and implement projects within the historic core delineated within the Gangtok Municipal Corporation the State Government is hereby pleased to notify the composition of Project Management and Implementation Unit (PMIU) under Urban Development Department as under, namely:

Sl. No	Role in PMIU	Designation	Department
1	Project Director	Chief Town Planner	Gangtok Municipal Corporation
2	Chief Technical Officer	Chief Engineer	Urban Development Department
3	Joint Project Director	Joint Chief Town Planner	Gangtok Municipal Corporation
4	Sr. Project Manager	Divisional Engineer	Gangtok Municipal Corporation
5	Finance Officer	Accounts Officer	Urban Development Department
6	Project Manager	Assistant Engineer	Gangtok Municipal Corporation
7	Project Architect	2, Assistant Town Planner	Gangtok Municipal Corporation
8	Site Engineer	4, Junior Engineers	Two from Gangtok Municipal Corporation and Two from Urban Development Department

The terms of reference of the Project Management and Implementation Unit (PMIU) is as follows:

1. **Executing Agency:** Government of Sikkim through Urban Development Department: PMIU to report to the CCS cum Secretary and the Secretary, Urban Development Department.
2. **Project Management:**
 - (i). Overall Project Management
 - (ii). Finalized procedure and guidelines, including standard bidding documents
 - (iii). Developing annual work plans
 - (iv). Coordinates with line department for implementation of the project
 - (v). Monitoring and reporting: supervise, coordinates and monitor the works of the contractor
 - (vi). Prepare Monthly, quarterly and final progress report.
3. **Design:**
 - (i) To oversee design consultants in preparing or prepare in house DPRs.
 - (ii) Finalize the project components, packages and preparation of contract documents
 - (iii) Check, verify, and update designs, engineering estimates and contract documents
4. **Procurement:**
 - (i) Prepare standard bidding documents, DPRs and bidding documents for the works and submit for approval of the Government.
 - (ii) To issue invitation for bids, evaluate bids and submit report for approval of the Government.
5. **Advance Preparation:**
 - (i) To Coordinate and confirm shifting of utilities: conform land requirements, and assess each site environmental aspects for detailed design of project component. Prepare detailed implementation schedule covering all work stages for each subproject and prepare community consultation and public awareness programs as required.
6. **Supervision and monitoring:** Monitor supervision of works, and materials ensuring sound supervision and quality control and any other technical matter and issue. Issue of completion certificate and to prepare as built drawings and details.
7. **Accounting and Reporting:** To prepare the progress report and to disburse payment.

JITENDRA SINGH RAJE, IAS
COMMISSIONER CUM SECRETARY
URBAN DEVELOPMENT DEPARTMENT