



GOVERNMENT OF SIKKIM  
SCIENCE & TECHNOLOGY DEPARTMENT  
VIGYAN BHAWAN, DEORALI  
GANGTOK -737101

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No. 05 /DST

Dated: 3/4/2025

**CIRCULAR**

**Subject: Guidelines for Travelling Allowance and Record maintenance.**

With a view to streamline the timely settlement of advances and address outstanding audit observations, the following instructions are hereby issued for strict compliance:

**1.) Travelling Allowance Advance Limit**

- a.) Henceforth, only 60% advance of the total Travelling Allowance budget shall be permitted.
- b.) As per Rule 213 of the SFR, 1979, second advance will not be sanctioned until the first advance taken is settled in full.
- c.) The amount of advance granted for the official tour shall be adjusted immediately within first week of the completion of the tour. However, in the case of tours undertaken outside the state, submission of a detailed tour report is mandatory, to be furnished within one week of return.
- d.) It is clarified that the adjustment requirement applies irrespective of whether the previous advance was drawn for the same project/ scheme or any other purpose. The officer concerned shall ensure the settlement of all previous advances drawn in his/her name before applying for a fresh advance.

**2.) Accounting and Record maintenance.**

Detailed countersigned (DC) bill numbers and corresponding dates shall invariably be recorded in the advance register for every transaction to maintain a clear record of transactions and facilitate accountability.

By Order,

Sd/-  
(Dr. Sandeep Tambe) IFS  
Principal Secretary to the Govt. of Sikkim  
Science & Technology Department

Memo. No. 17 /DST  
Copy to: 25

Dated: 3/4/2025

1. P.D.-cum- Secretary, DST
2. P.D, T.T, Division, DST
3. Director, SSCS&T
4. CAO, DST
5. S.O, B.T. Division
6. S.O., RS & CC Division
7. File &
8. Guard File.

Additional Secretary to the Govt. of Sikkim  
Science & Technology Department