THE RIGHT TO INFORMATION ACT, 2005

Information under Section 4(1) b of RTI Act, 2005.

Ecclesiastical Affairs Department, Government of Sikkim, Gangtok,

(I) Particulars of the Organization, its functions and duties.

Name and address:

Ecclesiastical Affairs Department
Government of Sikkim,
Gangtok, Sikkim.

Ecclesiastical Affairs Department is one of the oldest Departments of the State and is a unique department that existed in Sikkim State of India only. During the rule of erstwhile monarchy kingdom, it was created to deal with the affairs of the Monastic Estates. However, after the abolition of monarchy rule in 1975, this department takes care of all the Religious Institutions in the State. This Department gives financial assistance to those religious institutions who seek government grants for restoration/reconstruction/repair etc. The department also gives annual subsidy to many recognized monasteries for keeping alive the aged-old system of lighting butter lamps on daily basis. All the sacred places inclusive of holy lakes, caves, rocks and peaks are taken care of by this Department. This Department also organizes religious functions and seminars during special occasions. It runs Monastic Schools in Buddhist monasteries and Sanskrit Pathshalas attached to Hindu Mandirs for imparting traditional rituals and usages to young monks/Sanskrit students to carry further the religious Heritage. Further the department gives clearance for Committee/land registrations of religious institutions after duly verifying the supported documents. Other activities like video shooting in the monastery, notifying for the prohibition of killing of animals during holy dates and preparation of holy dates for annual Almanac are taken care of by this department.

(II) Powers and duties of its Officers and employees.

The Department of Ecclesiastical Affairs is manned by 09 Officers and 48 staff members inclusive of Adhoc & Muster Roll employees deployed in different religious places in Sikkim. Hon'ble Chief Minister is the Minister-In-Charge supported by the Secretary. Regarding the powers and duties of the officers the Secretary as Head of the Department is the overall Head. The Additional Secretary looks after the matters related with administration works supported by the Joint Secretary and under Secretary. One Joint Director assisted by one Deputy Director looks after the Directorate of Monastic Schools and Sanskrit Pathshalas that are attached with Buddhist monasteries and Hindu Mandirs, and Traditional Art School. One unique post called **'Gondrung'** deals with the affairs of monastic administration and audits their accounts whenever necessary. He also translates the content of the representations received in Tibetan and monitor or supervise the traditional ceremonies. One Inspector is posted to Bodhgaya, Bihar as Care Taker to take care of the Sikkim Temple – Cum – Guest House and the government land at Saranath. The Office Superintendent handles all the personal files, stationery files, updates various records and also does overall supervision duly assisted by other subordinate Staff members. Two inspectors monitor the Schemes being implemented by DUCHI/ Committee of Religious Institutions, which had been sanctioned under grants in aid by the government.

However, at the time of important occasions/ functions all the officers and the staff work together as a team to give a successful result. So far, this Department has not created branch offices in the districts and functions all the works from Gangtok. As such all the officers right up to the Secretary have to perform field duties such as inspections/verifications of the sanctioned works at different places to insure proper utilization of the government fund. Things like conducting Kamsel ceremony at Tholung monastery, North Sikkim and organizing of Nyingma Monlam at Bodhgaya are some of the occasional functions that are being exclusively carried out by this Department.

(iii) The procedure followed in the decision making process.

There is no fixed procedure in the decision making process for this Department. However, whenever such a case is required to be decided the Department takes decision according to the nature of the situation at hand. Regarding minor things an application is to be put up from the LDC level through the hands of the concerned officers for taking decisions by the competent authorities and take necessary action according to the order given. In the case of major decisions, the matter is submitted to Chief Secretary or the Hon'ble Chief Minister and actions are being taken as per the orders received thereafter. Minor decisions are taken during the departmental co-ordination meeting, which is being held monthly. In case of major works, the matter has to be placed before the Cabinet for obtaining its formal approval and sanction.

(iv) The norms set by it for the discharge of its functions

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(v) The rules, regulations, manuals and records held by it or under its control or used by its employees for discharging its functions.

The Officers and the staff of this Department discharge their functions according to the Government set norms, Rules, Regulations, and the Manuals or based on the circular / office memorandum that issued from time to time.

(vi) Statement of the categories of documents that are held by it or under its control.

The files of this department are maintained according to the district - wise category and some old files are kept in record for the use of researchers or information seekers.

Statement of Categories of documents held in the office of Ecclesiastical Affairs Department.

Sl. No.	SUBJECT	TYPE OF DOCUMENT FILE OR REGISTER	PARTICULARS HEADING/TYPE IN THE DOCUMENTS
1.	Administrative	File/Register	Besides part files of all officers and personal files of all staff, all administrative related matters.
2.	Accounts	Files/Register	Accounts matters

3.	DMS &SP	Files/Register	Files pertaining to DMS&SP and all personal files of Monastic School and Sanskrit Patshala Teachers.

(vii) The particulars of any arrangement that exists for construction with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

This Department has no record of such arrangements so far.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The Government has constituted a Committee known as Ecclesiastical Committee vide Notification No.52/HOME/98 dated 24/9/98 to examine the documents and History of the monasteries/Mandirs and other religious places of worship including important historical monuments and sacred lakes of Sikkim. Yes, they are open to the public.

(viii) Contact numbers of the officers and employees.

Enclosed at Annexure – I.

(ix) List of the officers and employees.

Enclosed at Annexure-II

(x) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

Enclosed at Annexure-III

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Details of allocation of budget & disbursement made in the office of Ecclesiastical Affairs Department for the year 2016-17

In thousands of Rupees

Plan	Non Plan	Total
NIL	Rs. 3,86,139	Rs. 3,86,139

(xii) The manner of execution of government Grants in Aid, including the details of authorized recipients of the religious Institutions.

Manner of execution of subsidy program: The State Government is contributing to the monasteries in the State in the form of annual subsidy grants for performing Pujas and lighting butter lamps. This grant is payable to monasteries which were in existence prior to 1975 at the rate of ₹ 500.00 at the minimum and ₹ 2000.00 at the maximum in each case to 56 monasteries till 2002. In view of the inflationary trend and high cost of living and as a measure to support all age old monasteries in the State, the Department revised and enhanced the rates of this grant from ₹2000.00 at the minimum and ₹ 12000.00 at the maximum from the financial year 2003-04 and covered all monasteries, Manilhakhangs, lhakangs, Tsamkhangs numbering 258. The accounts register to each monastery was distributed by the Department to maintain proper account of receipt and expenditure.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

(a) The Department gives permission for raising donations within the State of Sikkim for religious purposes.

(b) Issues letter of introduction for transporting religious objects from Sikkim.

(c) Issue an authorized letter to Pastors to conduct Christian marriages or Child baptizes within the State of Sikkim.

(d) Issue a letter of introduction to the monks of Sikkim when they go abroad.

(xiii) Details in respect of the information, available to or held by it, reduced in an electronic form.

Ecclesiastical Affairs Department website: www.sikkimeccl.gov.in

(xiv) The particulars of facility available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

So far we have no such facilities like library or a reading room meant for disseminating information to the public.

(xv) The names, designations and other particulars of the Public Information Officers.

Given below is the detail information about the Public Information Officers of this Department.

1. KITAR SHERPA

JOINT DIRECTOR – cum – SPIO,

ECCLESIASTICAL AFFAIRS DEPARTMENT,

GOVERNMENT OF SIKKIM, GANGTOK.

2. CHUNGKI LHAMU

DEPUTY SECRETARY – cum – APIO,

ECCLESIASTICAL AFFAIRS DEPARTMENT,

GOVERNMENT OF SIKKIM,

GANGTOK.

ANEXURE- I

Contact numbers of Ecclesiastical Affairs Department:

Telephone Directory of Ecclesiastical Affairs Department

Sl. No.	Name	Designation	Telephone (Office)	FAX No.	Telephone (Residence)	Mobile No.
1	Acharya Tshering Lama	Chairman				9593750115
2	Shri. Pem Tshering Lama	Advisor				9735040426
3	Shri. L. B. Chettri	Secretary	206518	206542	--------	9434032982
4	Shri. Karma Tenzing	Special Secretary	206593		204756	9593385933
5	Smt. L. Doma	Sr. A.O	221664		203553	9932294349
6	Shri K. Sherpa	Joint Director			------	9932825622
7	Smt. C. Lhamu	Deputy Secretary	221664		------	8670655246
8	Smt. S. Eden	Sr. P. S.			------	9002628308
9	Smt. Sonam Diki Bhutia	Under Secretary				9434444630
10	Shri. Tshering Thendup	Gendrung				9647976287
11	Mrs. Man Rupa Tamang	O.S.				9474648598
12	Shri. N.K. Gurung	Inspector				9733060919
13	Shri. Ugen Tshering Bhutia	Sr. Accountant				9593976089
14	Shri. Ngawang Chokkar,	Incharge, STGH, Bodhgaya				9547716650
15	Shri. Wangchuk Choppel	Inspector				8101846556
16	Shri. Nar Bdr. Giri	Accountant				9475013733
17	Shri. Tshering Wangdi Bhutia	Jr. Accountant				9474522876
18	Ms. Bituna Rai	Accouts Clerk				7602248266
19	Shri. Daulat Rai	UDC - I				9434865019
20	Smt. Rajani Rai	UDC- II				9083026650
21	Ms. Sedenla	Legal Retainer				9434865089
22	Smt. Zangmu Bhutia	LDC				7602338351
23	Smt. Jumith Lepcha	LDC				9609866756
24	Smt. Donka Lhamu	LDC				9474357337
25	Smt. Rojina Pradhan	LDC				9775977844
26	Shri. Chedup Tamang	LDC				7872888992
27	Shri. Tenzing Norbu Bhutia,	Art Master, Arts School, Tadong	231099			9474983055
28	Shri. Pem Tshering Bhutia	Asstt. Art Master				9733053687
29	Shri. Karma Tashi	Peon				9733374415
30	Shri. Indra Bdr. Rai	Peon				9733084839
31	Smt. Karma Doma	Peon				9434409516
32	Smt. Sabitri Pradhan	Peon				9832426966

33	Shri. Jamyang Lodey	Peon				9434318742
34	Ms. Ongmu Lepcha	Peon				8906071483
35	Shri. Sonam Lepcha	Safai-karmachari				9735022318
36	Shri. Tekanath Chettri	Peon				8101675931
37	Shri. Tulshi Ram Rasaily	Peon Bodhgaya				9609870628
38	Ms. Passang Diki	P.A. to Advisor				9735040426
39	Shri. Dawa Tshering Lepcha	P.A. to Chairman				7586904536
40	Yankeela Bhutia	WHG				9593982336
41	Norbu Bhutia	H.G.				8145850536

ANNEXURE –II : Monthly remuneration received by each officers and employees of Ecclesiastical Affairs Department.

Sl. No	Name	Designation cadre	Basic Pay	DA	HRA	SBCA	Special Allowance	Total
1	Shri L. B. Chettri	Secretary	49810	62300	7476	4984	17690	121350
2	Shri K.Tenzing Bhutia	Special Secretary	44120	49856	6618	4412		105006
3	Shri Kitar Sherpa	Joint Dir.	31230	35290	-	3123		69643
4	Mrs. L.Doma	Sr. A.O	26150	29550	3923	2615		62238
5	Mrs. Chungki Lhamu	D.S	23470	26521	3521	2347		55859
6	Mrs. Sonam Eden	P.S to Secy.	23470	26521	3521	2347		55859
7	Smt. Sonam Diki	Under Secy	21240	26550	3186	2124		53100
8	Shri Ugen Thinley Bhutia	Sr. Acctt.	19250	21753	2888	1925		45816
9	Shri Nirmal Kr. Gurung	Inspector	28260	31934	4239	2826		67259
10	Shri Ngawang Chokkar	Inspector	13500	15255	2025	1350		32130
11	Shri T.Norbu Bhutia	Arts master	23260	26284	3489	2326		55359
12	Mrs. Man Rupa Tamang	O.S	16980	19187	2547	1698		40412
13	Shri Jamyang Lachenpa	Chowkidar Gurudongmar	10110	11424	1517	1011		25262
14	Ms. Namgay Doma	LDC	16050	18137	2408	1605		38200
15	Mrs Jumith Lepcha	LDC	16020	18103	2403	1602		38128
16	Mrs Rajini Rai	UDC	18650	23313		1865		43828
17	Shri Daulat Rai	UDC	12950	14634	1943	1295		30822
18	Shri Tshering Wangdi	Jr.Acctt.	11100	12543	1665	1110		26418
19	Mrs. Rojina Pradhan	LDC	10700	12091	1605	1070		25466
20	Mrs. Bituna Rai	A/c Clerk	9220	10948	1500	920		20868
21	Mrs. Donka Lhamu	LDC	9770	11040	1500	977		23287
22	Shri P. Tshering Bhutia	Asstt. Arts Teacher	9770	11040	1500	977		23287

23	Shri Santosh Gurung	Driver	12960	14645	1944	1296		30845
24	Shri Tashi Bhutia	Driver	12960	14645	1944	1296		30845
25	Shri I.B Rai	Peon	12450	14069	1868	1245		29632
26	Shri Karma Tashi	Peon	12820	14487	-	1282		28589
27	Mrs Karma Doma	Peon	9420	10645	1500	942		22507
28	Mrs. Sabitri Pradhan	Peon	8870	10023	1500	887		21280
29	Shri Jamyang Lodey	Peon	8100	9153	1500	810		21399
30	Sujendra Gurung	Driver	9150	10340	1500	915		21905
31	Shri Buddhiman Rasaily	Caretaker Bodhgaya	8100	9153	1500	810		19563
32	Shri. Sangay Sung	Jr. Care Taker, Khandusangphug	5900	6667	1500	590		14657
33.	Shri. Karma Tsh. Lepcha	Jr. Safaikarmachari	5900	6667	1500	590		14657
34	Shri. Rigzing Chozor	Tibetan Teacher	7000					7000
35.	Shri. Wangchuk Choppel	Inspector	8000					8000
36.	Shri. Dawa Namgyal	Chowkidar	5500					5500
37	Shri. Chedup Tamang	LDC	8000					8000