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**RURAL MANAGEMENT & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK**

Ref No: 80/RM&DD/M

Dated: 30th June, 2012

To,

**All District Collectors –cum-
Head of District level committee of REDRH Project
Government of Sikkim**

Subject: Guidelines for the Management of Stock Materials for REDRH

Sir,

Kindly find enclosed the “**Guidelines for the Management of Stock Materials for the Reconstruction of Earthquake Damaged Rural Houses (REDRH) Project**”. It provides details on the - operational challenge, strategy for stock materials supply, establishment of Block Level Stores, responsibility of Store Keeper, stage wise quantum of stock material needed, approved brands of stock material, demand from the districts, requisitioning of stock material to STCS to deliver to BLS, receipt of stock material at BLS, issue of stock material from BLS, procedure for release of payment of stock material, accountability, monthly reconciliation along with various formats, registers to be maintained.

All the Annexures (forms and registers) are under printing in the Government Press and will also be provided from head office soon. A training program on these guidelines for the AEs and Store Keepers of the Block Level Stores will also be conducted shortly.

Kindly ensure that these guidelines are followed in letter and spirit.

Yours faithfully,

Encl: As above

Special Secretary

CC: (for information please)

1. Secretary LR&DMD
2. Secretary RM&DD
3. RMDD Head Office
4. All State Level Monitors
5. All ADC (Dev)
6. All BDOs
7. All AEs