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

**Ref No: 08 /RM&DD/M**

**Dated: 10<sup>th</sup> April, 2013**

**To,**

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

**Subject: REDRH: Pre-requisites for release of final installment to beneficiary / AE**

Sir,

Under the REDRH project, before the release of the final installment to the Beneficiary/AE, pass order has to be obtained beneficiary-wise from the concerned ADC (Dev). The ADC(Dev) needs to ensure that the pass order is given only on the full completion of all the three aspects of this project namely:

- Completion of the physical house construction and handing over to beneficiary
- Completion of the record keeping and
- Completion of the data entry in the REDRH MIS

**This will entail the fulfilment of the following 9 conditions:**

- 1. The block becomes eligible for release of final installment **only after the house is fully completed and also handed over to the beneficiary** (after completing Stage V).**
- 2. Submission of Completion Certificate** duly certified by the concerned AE and BDO  
(*format enclosed, preprinted books will be provided*)
- 3. Photo of completed house along with the beneficiary** showing the details painted on the wall (*soft copy only*)
- 4. Filled up Application Form** for release of final installment as provided for in Annexure XI of the Joint Implementation Model Guidelines (*Only for Joint Implementation Model*)

5. **Measurement Register** needs to be duly filled up showing the actual dimensions of the house constructed (*and not as per estimate*) and a photocopy of the same provided
6. **Beneficiary Works Register** needs to be duly filled up, photo of beneficiary along with completed house affixed and a photocopy of the same provided
7. **Expenditure / Voucher Register** needs to reflect the total expenditure of Civil Works component for Departmental Model and up to Rs 3,000 for Joint Implementation Model following standard accounting procedures.
8. **Goods Issued to beneficiaries updated in the MIS:** Completion of data entry in the MIS as shown in the *Goods Issued to Beneficiaries Report* of 300 bags of cement and of 2.6 MT of TMT Bar {**TMT Bar 16mm** - 673.08 kg (35.5 pieces 12 m long), **TMT Bar 12mm** - 459.24 kg (43 pieces 12 m long), **TMT Bar 10mm** - **1026.72 kg** (138 pieces 12 m long), **TMT Bar 8mm** - **439.92 kg** (94 pieces 12 m long)}.
9. **The quantum of final installment** to be released should be strictly as provided for in the latest instruction from RM&DD headoffice, and the prescribed amount needs to be mentioned in the file by the concerned ADC(Dev).

After issuing the pass order, these photocopy of the supporting documents namely Completion Certificate, Measurement Register and Beneficiary Works Register (along with photo) needs to be compiled beneficiary wise and stored chronologically in GPU-wise files in the Office of the ADC(Dev) for ready reference in future.

Yours faithfully,



(Sandeep Tambe)

**Special Secretary**

**Encl: As above**

**CC:**

1. **Secretary LR&DMD –cum- State Relief Commissioner**
2. **Secretary RM&DD**
3. **Related officers of RMDD Head Office** [SS-I, II, CE, AD (Accounts), SE(stores), JS(MGNREGA)]
4. **All ADC (Dev)s** to ensure that these pre-requisites are adhered to prior to release of final installment
5. **All BDOs** to ensure that these pre-requisites are completed before processing for final installment



**Rural Management and Development Department  
Government of Sikkim**

**Reconstruction of Earthquake Damaged Rural Houses (REDRH) Project**

**COMPLETION CERTIFICATE**

**Name of Beneficiary** .....

**Father's / Husband's Name** .....

**Allotment No** ..... **Ward Name**.....

**GPU Name** .....

**Mobile No.** .....

<b>Mode of Implementation</b>	Departmental Model / Joint Implementation Model
<b>Date of commencement of work</b>	
<b>Date of completion of work</b>	
<b>Date of handing over to beneficiary</b>	

**PHYSICAL ACHIEVEMENT**

**How does the house constructed vary from the prescribed design?**

Reasons for variation if any:

### RECORD KEEPING

10. **Measurement Register** has been duly filled up in Page Nos \_\_\_\_\_ showing the actual dimensions of the house constructed (*photocopy enclosed*)
11. **Beneficiary Works Register** has been duly filled up in Page Nos \_\_\_\_\_ and photo of beneficiary with completed house affixed (*photocopy enclosed*)
12. **Expenditure / Voucher Register** has been duly filled up reflecting the total expenditure of Civil Works component for Departmental Model or up to Rs 3000 for Joint Implementation Model following standard accounting procedures. (*photocopy enclosed*)

### MIS DATA ENTRY

13. **Goods Issued to Beneficiaries Report in the MIS:** The data entry in the MIS has been completed as shown in the *Goods Issued to Beneficiaries Report* in the MIS showing issue of 300 bags of cement and of 2.6 MT of TMT Bar.

It is certified that the work was undertaken duly following all the norms of REDRH, and Rs. \_\_\_\_\_ has been fully utilized in the Civil Works component of the said work.

(Signature, Name & Seal)	(Signature, Name & Seal)
<b>Block Development Officer</b>	<b>Assistant Engineer</b>