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

**Ref No: 451 / RM&DD**

**Dated: 25<sup>th</sup> Oct, 2013**

**CIRCULAR**

**Guidelines for the Self Purchase Model under the REDRH Project**

The REDRH project was initially launched in the Departmental model of implementation and subsequently the Joint Implementation model was also provided which helped in accelerating this project. The stock material was initially procured from STCS and subsequently jointly from STCS and SIMFED. Though the house construction picked up however it is still constrained by irregular supply of stock material. Now, in order to further accelerate the completion of this natural calamity related project, with the approval of the Government, the option of self procurement of stock material is being provided to the beneficiary for the new REDRH houses which are yet to be taken up. This option is available only for those REDRH houses where stock material has not yet been provided from STCS/SIMFED. This self procurement option has been successfully tried and tested under the ongoing CMRHM project, where the stock material is procured by the beneficiary themselves.

The various guidelines, instructions and formats issued earlier under the Joint Implementation Model of the REDRH project will hold good for the Self Purchase Model as well, but for the following items as provided below with immediate effect:

**1. Costing and Fund Transfer**

This total fund of Rs 4.89 lakh shall be transferred to the beneficiary in four instalments after achieving prefixed milestones and the fund release shall be as follows:

<b>Milestone</b>	<b>Fund release to beneficiary</b>
1. Beneficiary identified	1 <sup>st</sup> instalment fund release of Rs 100,000
2. Plinth level completed	2 <sup>nd</sup> instalment fund release of Rs 150,000
3. Roof level completed	3 <sup>rd</sup> instalment fund release of Rs 150,000
4. House fully completed	4 <sup>th</sup> instalment fund release of Rs 89,000

Before releasing these funds in instalments, the Measurement Register, Beneficiary Works Register and other records need to be updated accurately. The technical staffing at the Block level has also been recently supplemented with additional functionaries.

**2. MIS entry**

The implementation model (Departmental, Joint, Self-Purchase) needs to be indicated for each beneficiary from the District level in the MIS. This is essential since based on this only the quantum

of stock material needed for the other two models can be assessed. Hence, this categorization of the implementation model needs to be first indicated in the MIS.

### **3. Roles and Responsibilities**

#### **3.1 Beneficiary:**

The beneficiary is responsible for contributing land, procurement and arrangement of local material (stone, sand, timber etc), purchase of quality stock material (cement, rod, bricks etc), their transportation, hiring of skilled and unskilled labour and also supervision of the construction. The beneficiary is accountable to utilize the funds provided under this project, solely for the purpose for which they are meant, and to refund the entire amount to the Government in case of any diversion. Also, once the house is completed, the beneficiary should undertake to take over the same and assume responsibility of future maintenance and repair. This clause needs to be included in the pre-printed *Undertaking Form of the REDRH Project* before getting it signed by the beneficiaries.

#### **3.2 Block Team:**

The Block team is responsible to supervise the construction and to provide guidance to the beneficiary. They are accountable to ensure that the fund instalments are released only after field inspections are conducted and recorded as well in the *Measurement Register* and *Beneficiary Works Register* on achievement of pre-determined milestones. The Block team needs to ensure that the house is constructed as per the REDRH house design detailed in the REDRH Mason Training Handbook.

#### **3.3 District Team:**

The District team needs to monitor and coordinate this project and also ensure that these guidelines are adhered to by the Block Team by conducting periodic field visits.

Yours faithfully,



(D. R. Nepal)  
**Secretary-RMDD**

**CC:**

- 1. PS to HM-RM&DD for kind information of HM please**
- 2. Secretary LR&DMD –cum- State Relief Commissioner**
- 3. Related officers of RMDD Head Office [SS-I, II, CE, AD (Accounts), SE(stores), CAO]**
- 4. All ADCs (Dev) to provide this option for the new REDRH houses yet to be taken up**
- 5. All GVAs to provide this option for the new REDRH houses yet to be taken up**