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

**Ref No: 122 / RM&DD / M**

**Dated: 22<sup>th</sup> Aug, 2013**

**To,**

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

**Subject: REDRH – Claiming rent of Block Level Stores established in rented buildings**

Sir,

The rent assessment of eleven Block Level Stores (BLS) established in rented buildings namely Khamdong, Martam, Pakyong, Parkha, Rakdong, Rhenock, Rongli, Namchi, Namthang, Yangang and Hee Martam has been completed by the Building and Housing Department and the Assessment Order is enclosed. In order to claim the rent the following documents need to be submitted to Shri Kumar Bardewa, CAO, RM&DD head office through the office of the ADC (Dev) at the earliest:

- House Rent Claim Form (format enclosed)
- Occupancy Certificate
- Assessment Order issued by the Building and Housing Dept

Also, for the BLS established in rented buildings, where the rent assessment by the Building and Housing Department is still pending, the requisite documents need to be submitted to RM&DD headoffice at the earliest.

Yours faithfully,

(Sandeep Tambe)  
**Special Secretary**

**Encl: As above**

**CC:**

- 1. Secretary LR&DMD –cum- State Relief Commissioner**
- 2. PCE –cum- Secretary, Building and Housing Department**
- 3. Secretary RM&DD**
- 4. Related officers of RMDD Head Office [SS-I, II, CE, AD (Accounts), SE(stores), JS(MGNREGA)]**
- 5. All ADCs (Dev) to coordinate the**
- 6. All GVAs**

## REDRH HOUSE RENT CLAIM FORM

Block Level Store ..... GVK

Name of House Owner	Area in Sq ft hired for BLS Store	Rate per month approved by Building & Housing Department	No of Months Rent due	Total Amount (in Rupees)
			From:  To:	

**Signature of House Owner**

**Name of House Owner**

**Certified by:**

**Assistant Engineer**

**Gram Vikash Adhikari**

**Note:**

1. The Occupancy Certificate by Assistant Engineer/ Gram Vikash Adhikari should be attached with the bill
2. The BAC should forward this certified House Rent Claim Form along with the Assessment Order issued by the Building & Housing Department and Occupancy Certificate to RM&DD Head Office through ADC (Development) Office

# OCCUPANCY CERTIFICATE

**Block Level Store ..... GVK**

This is to certify that the premises of Shri ..... resident of  
..... located at .....has  
been rented for the purposes of storing the stock material of the REDRH Project with effect from  
.....

**Certified by:**

**Assistant Engineer**

**Gram Vikash Adhikari**