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

**Ref No: 241 /RM&DD/M**

**Dated: 4<sup>th</sup> Feb, 2013**

**To,**

**All District Collectors –cum-  
Head of the District Level Committee of REDRH  
Government of Sikkim**

**Subject: Best Practices in Photo Documentation of Completed Houses under REDRH**

Sir,

Kindly find enclosed the photo documentation of the completed houses under the REDRH project carried out by Namthang Block, South Sikkim. **The best practises in the photo documentation of completed houses include:**

- Both before (damaged house) and after (completed house) photos have been provided
- Beneficiary can be easily identified as the same person in both the photos
- The full completed house is visible in the photo with signboard painted as well

Kindly ensure that we keep these points in mind, while carrying out the photo documentation of this project.

**We look forward to receiving similar high quality photo documentation over email from other Blocks as well, so that we can highlight the outcomes of this project.**

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), AD(IT)]**
- 4. All ADC (Dev)s to supervise the photo documentation for completed houses**
- 5. All BDOs to ensure that we carry out this photo documentation for all completed houses**

**Format for Photo Documentation of Completed Houses under REDRH**



**Before (2011)**



**After (2013)**