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

Ref No: 198/RM&DD/M

Dated: 5th Dec, 2012

To,

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

Subject: REDRH: Clarification on various aspects of the project

Sir,

Based on communication with the Blocks and Districts over the last few weeks, the following clarifications on the various aspects of this project are being provided for sake of clarity:

Aspect of Project	Departmental Model	Joint Model
Issue of Stock Material from BLS	To the AE or person authorized	To the beneficiary
Mandatory Registers to be Maintained	<ol style="list-style-type: none">1. Expenditure / Voucher Register (all expenditure details need to be accounted for)2. Measurement Register3. Separate Cash Book4. Beneficiary Works Register5. Bill Register6. Others	<ol style="list-style-type: none">1. Expenditure / Voucher Register (Only the Rs 3000 utilized for unloading-stacking-loading stock material needs to be accounted for)2. Measurement Register3. Separate Cash Book4. Beneficiary Works Register5. Bill Register6. Others
Funds Release Mechanism	Funds to be released to the AE/JE in the following manner: 1 st instalment – Rs 60,000 2 nd instalment – Rs 60,000 3 rd instalment – Rs 60,000 4 th instalment – In consultation with RMDD head office	Funds to be released to the beneficiary the following manner: 1 st instalment – Rs 60,000 2 nd instalment – Rs 60,000 3 rd instalment – Rs 60,000 4 th instalment – In consultation with RMDD head office From these funds, up to Rs 3000/- can be deducted by the Block for unloading/stacking/loading at BLS
Quantum of Final instalment	Quantum of 4 th / Final instalment will vary from Block to Block as the PI of stock material provided by STCS is Block wise. This instalment needs to be released only in consultation with the RMDD head office	

Physical target	As many houses as possible, need to be taken up for construction. Atleast 50% of the houses need to be completed by March-2013 and the balance by March-2014. More than 50% of the houses can be taken up for construction as well
Record Maintenance at BLS	14 numbers of Registers and Books need to be updated regularly. Updating the eStores module in the MIS is progressing slowly, and needs to be accelerated by the Block
Rent assessment of Block Level Stores	The rent assessment needs to be done by the concerned AE in the BAC. It should include the year of construction and corresponding depreciation needs to be factored into the assessment. Detailed assessment needs to be attached with the format provided. District needs to resubmit the format along with the assessment to RMDD head-office with above information for all the Blocks urgently. RMDD head office will get the vetting done by the Building and Housing Department.
Administrative Expenses	Permissible activities include TA/DA, POL, Stationary, Meetings/Trainings and other Misc. expenses
Tax/Cess exemptions for materials (other than rod and cement) used in house construction	Cabinet on 20 th April, 2012 has already approved the relaxation of tax, duty, commission and duty under REDRH as a one time dispensation. Blocks can take up en-block approval for all the houses under construction from the ADC (Dev) to avail the above exemptions.
Pre-requisites for release of next instalment of funds to the Districts	Districts need to provide utilization of funds in the prescribed Form GFR 19A, along with the latest MPR. It is important that this progress is reflected in the MIS as well.
Monthly Progress Report	Needs to be provided by all the Districts in prescribed format by the 10 th of every month.
Updating MIS regularly	MIS needs to be updated regularly as follows: Beneficiary module: District needs to update the approved list of beneficiaries eStores Module: Block needs to update the stock materials received and issued at the BLS regularly in this module. Current progress is to the tune of 25-30% only and needs to show visible improvement urgently Physical Progress Module: District needs to update this module on a weekly basis to indicate the stage wise progress of the house construction. Updated progress in MIS is a pre-requisite for receiving next instalment of funds under 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 accelerate the project by taking up more houses**
- 5. All BDOs to ensure that the physical records and MIS is regularly updated**