



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

Ref. No.: 163/RMDD/M

Dated: 1st Oct, 2012

CIRCULAR

**Subject: Measurement Register and Expenditure Register to be maintained
under REDRH**

The Reconstruction of Earthquake Damaged Rural Houses (REDRH) Project funded under the Prime Minister's Special Relief Package aims at reconstructing 7,972 earthquake damaged rural houses. The implementation mechanism needs to be swift to ensure fast grounding and completion of this project which is a relief related NC activity. Constructing these 7972 houses which are scattered in mountain terrain with existing manpower (who are already implementing ongoing programs) is a formidable task at hand.

In order to simplify the record keeping, earlier it was decided (and also specified in the Operational Guidelines) to have billing based on house-wise sub-vouchers under a Contingent Bill. Standard sub-vouchers stage-wise need to be prepared indicating the details of the physical and financial progress of the house under construction. The CB would be certified by the concerned JE, AE and BDO and will be accompanied by stage-wise photograph of the beneficiary along with the new house under construction. Payment needs to be released in instalments after completion of pre-defined stages of construction of the house. Final payment will be released only after obtaining pass order from the District Collector. Accordingly, relaxations were obtained from the Cabinet (vide cabinet memo 23/RM&DD dated 19th April, 2012) for the following:

- a) Sub-vouchers, contingent bills and stage-wise photographs of the house to be considered as the evidence of downstream financial payments
- b) Exemption from maintenance Muster Rolls, Measurement Books and material purchase vouchers (for materials purchased locally)

Subsequently, there was a rethink in the Department, that the volume of work cannot be a plea for the non-maintenance of standard book of accounts, especially in this era of enhanced accountability. Hence, a consultation workshop was held in Janta Bhawan on 15th Sept, 2012 with the District and Block level functionaries wherein it was unanimously decided to maintain a simplified Measurement Register and Expenditure / Voucher Register with immediate effect.

Measurement Register

The Measurement Register would record the progress of house construction at three pre-defined milestones i.e. plinth level complete, roof complete and house fully completed. The measurement needs to be filled up beneficiary wise and certified by the concerned JE, AE, Accounts personnel and the BDO. The format of the Measurement Register is provided for in the enclosure. Before the payment instalments are released for Stage II (plinth complete), Stage III (roof complete) and Stage IV (house fully complete), the Measurement Register has to be duly filled up and certified. The maintenance of Measurement Register is mandatory for both Departmental and Joint Model of Implementation.

Expenditure / Voucher Register

The Voucher Register comprises of three pages per beneficiary and needs to be maintained for both the Departmental and Joint implementation models. In the Departmental model, funds to the tune of Rs 2.4 lakh per beneficiary will be released to the AE in four instalments and needs to be accounted for in this register. While in the Joint model, funds upto Rs 3000/- can be utilized to meet the loading, unloading costs of the stock material in the Block Level Stores which needs to be accounted for in this register.

Acknowledgement of the person receiving the cash payment on revenue stamp along with his name is mandatory in the voucher. In case of combined vouchers, proportionate expenditure needs to be recorded in the Voucher Register. Photocopy of the combined cash payment vouchers should not to be done. The house nos. for which the lump sum payment was made, needs to be indicated directly in the combined vouchers. Similarly, for payments made in cash i.e. labour payments, purchase of local raw materials, loading/unloading of stock material etc, cash receipts may be obtained in the format enclosed. The Hand Receipt Book needs to be printed in duplicate, and while the original copy will remain with the Accounts Section in the BAC, the duplicate copy is to be kept by the AE for his record. The BAC should also maintain one Voucher File per Gram Panchayat Unit (GPU) wherein the vouchers should be arranged in chronological order as per beneficiary. The storage mechanism of the vouchers should be such that easy and fast retrieval is possible.

The accurate filling up of the Measurement Register, Expenditure / Voucher Register and Beneficiary Works Register is mandatory before any funds are released to the AE/Beneficiary in instalments.

Encl: As Above



(D. R. Nepal)
Secretary-RM&DD

Copy to:

1. Secretary-LR&DMD -cum- State Relief Commissioner **2.** Concerned officers of RM&DD [SS-I, II, CE, AD (Accts), AD(IT)] **3.** All SLMs **4.** All District Collectors –cum- Head of District Level Committee of REDRH **5.** All ADC (Dev)s **6.** All BDOs **7.** All AEs

MEASUREMENT REGISTER

Name of Beneficiary =

House No. =

GPU =

Ward =

A. Measurement Upto Plinth Level(Stage-2)

Measurement date:

Type of construction = RCC framed structure as per standard design
Concrete mix = 1:2:4
Number of Columns = 9
Size of Column = 12"x12"
Plinth area = 8.119M x 6.925M = 56.22 sq.m = 605.00Sq. ft.
Amount of civil works = Rs 80,000 excluding the cost of cement and TMT bars

Certified by:

Signature	Signature	Signature	Signature
Name	Name	Name	Name
Junior Engineer	Assistant engineer	Block Dev. Officer	Accounts Personnel

B. Measurement Upto Roof Level (Stage-3)

Measurement date:

Number of Columns = 9
Roof Type = RCC
RCC Mix = 1:2:4
Height of Column (Plinth to bottom of roof beam) = 8''-0''
Size of Roof Beam = 12'' x 16''
Thickness of Slab (for RCC Roof) = 4''
Size of Roof Slab i/c Chajja/GCI = 8.869m x 7.675m =68.07sq.m.= 732.00 sq. ft.
If GCI sheet then relevant details = Pre painted GCI sheet with wooden roof truss has been provided
Amount of civil works = Rs 80,000 excluding the cost of cement and TMT bars

Certified by:

Signature	Signature	Signature	Signature
(Name)	(Name)	(Name)	(Name)
Junior Engineer	Assistant engineer	Block Dev. Officer	Accounts Personnel

C. Measurement for Completed House (Stage-4)

Completion date:

Type of Structure	=	RCC framed structure
Partition (outside)	=	Brick
Partition (inside)	=	Brick/Ekra/Wooden
Roof	=	RCC/GCI
Toilet	=	Provided inside the building / provided outside the building
Kitchen	=	Provided inside the building / provided outside the building
Water Supply	=	Provided in Kitchen & Toilet
Septic Tank	=	Provided
Soak Pit	=	Provided
Electrification	=	Provided
Finishing	=	White Washing for all internal & Distempering for external Walls
Amount of civil works	=	Rs 80,000* excluding the cost of cement and TMT bars

* Quantum of last instalment will vary from Block to Block and needs to be released based on consultation with the RMDD head office.

Certified by:

Signature	Signature	Signature	Signature
(Name)	(Name)	(Name)	(Name)
Junior Engineer	Assistant engineer	Block Dev. Officer	Accounts Personnel

D. Handed over to beneficiary

Handing over date:

Completed house received by:

Signature of beneficiary:

Name of beneficiary:

Certified by:

Signature	Signature	Signature	Signature
(Name)	(Name)	(Name)	(Name)
Junior Engineer	Assistant engineer	Block Dev. Officer	Accounts Personnel

EXPENDITURE / VOUCHER REGISTER

Name of Beneficiary =

House No. =

GPU =

Ward =

A. Vouchers Upto Plinth Level (Stage-2):

S. No	Particulars	Quantity	Rate	Amount	Voucher No / Date	Hand Receipt No / Date	Individual / Combined	Remarks

Certified by:

Signature

(Name)

Junior Engineer

Signature

(Name)

Assistant engineer

Signature

(Name)

Block Dev. Officer

Signature

(Name)

Accounts Personnel

EXPENDITURE / VOUCHER REGISTER

Name of Beneficiary =

House No. =

GPU =

Ward =

B. Vouchers Upto Roof Level (Stage-3):

S. No	Particulars	Quantity	Rate	Amount	Voucher No / Date	Hand Receipt No / Date	Individual / Combined	Remarks

Certified by:

Signature
(Name)
Junior Engineer

Signature
(Name)
Assistant engineer

Signature
(Name)
Block Dev. Officer

Signature
(Name)
Accounts Personnel

EXPENDITURE / VOUCHER REGISTER

Name of Beneficiary = _____

House No. = _____

GPU = _____

Ward = _____

C. Vouchers Upto Completed House (Stage-4):

S. No	Particulars	Quantity	Rate	Amount	Voucher No / Date	Hand Receipt No / Date	Individual / Combined	Remarks

Certified by:

Signature
(Name)
Junior Engineer

Signature
(Name)
Assistant engineer

Signature
(Name)
Block Dev. Officer

Signature
(Name)
Accounts Personnel

**HAND RECEIPT BOOK
(REDRH)**

No:

Date:

Received a sum of Rs..... (Rupees.....

.....) only on account of payment for

.....
from Assistant Engineer, of BAC towards construction of REDRH of

..... beneficiary having House No(s):

Certified that the payment is made by me.

Signature

Name of AE/JE:

Name of Receiver:

Affix Revenue Stamp with Signature of person receiving cash payment
