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

**Ref No: 532/RM&DD**

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

**To,**

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

**Subject: Findings of the Status of REDRH Record Keeping and MIS Data Entry**

Sir,

A verification of the status of record keeping of the REDRH documents was held on 22<sup>nd</sup> November 2013 at Hotel Rendezvous under the guidance of senior officials of the Engineering and Accounts Section of RMDD head office. The main objectives of this verification was to check the *Beneficiary Works Register, Expenditure Register, Completion Certificate Register, Goods Received Registers (5 nos), Measurement Register* and status of MIS online entry made by the block. Kindly find enclosed the findings of this verification.

All ADCs are instructed to ensure that the Blocks that were absent, get their records verified and those that were present correct their records as instructed and get the same re-verified from the supervising officers (as indicated below) in RMDD head office latest by 10<sup>th</sup> December, 2013.

**Shri Kumar Bardewa, CAO RM&DD:**

- Beneficiary Works Register
- Expenditure ./ Voucher Register
- Completion Certificate Register

**Shri M. Ravindran, SE Planning:**

- Goods Received Register (5 nos)
- Measurement Register

**Encl: As above**

Yours faithfully,

(Sandeep Tambe)  
**Special Secretary**

**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), ACE(NE), CAO]**
- 4. All ADC (Dev)s to ensure that the records and MIS data entry is corrected and re-verified**
- 5. All GVAs to ensure that the records and MIS data entry is corrected and re-verified**

# Reconstruction of Earthquake Damaged Rural Houses (REDRH) Project

22<sup>nd</sup> Nov, 2013, at Hotel Rendezvous

## **Findings of the Status of REDRH Record Keeping and MIS Data Entry**

A verification of the record keeping status of the REDRH documents was held on 22<sup>nd</sup> November 2013 at Hotel Rendezvous under the guidance of Shri. Kumar Bardewa, Chief Accounts Officer RMDD, Shri. M. Ravindran, Superintendent Engineer, Mrs Pema Donka, DE Stores, Ms. Alisha Basnet and others supporting staff.

### **The main objectives of this verification were:**

1. To check the Accounts Registers maintained at the block level  
*Beneficiary Works Register, Expenditure Register, Completion Certificate*
2. To check the Goods Receipt Registers maintained at the block level  
*Goods Received Registers (5 nos), Measurement Register*
3. To check the REDRH MIS online entry made by the block

### **The main findings of this record keeping verification are as follows:**

#### **Review of Record Keeping Status as per Accounts Section:**

#### ***Important instructions:***

- All the BAC to close cash book for the financial year 2012-2013
- Abstract of fund received and expenditure incurred on Programme, Administrative expenses and loading/unloading charges to be recorded in cash book as on 31<sup>st</sup> March 2013
- All BAC to reconcile their REDRH accounts with the bank and rectify the discrepancies if any

<b>District</b>	<b>Block</b>	<b>Findings</b>
<b>West</b>	<b>Yuksom</b>	<ul style="list-style-type: none"><li>• Expenditure Register is OK</li><li>• Beneficiary works Register OK</li></ul>
	<b>Gyalsing</b>	<ul style="list-style-type: none"><li>• Expenditure Register is OK</li><li>• Beneficiary works Register OK</li></ul>
<b>East</b>	<b>Rhenock</b>	<ul style="list-style-type: none"><li>• Adjustment of advances still not done</li><li>• Accountant is advised to maintain Beneficiary Works Register as prescribed</li></ul>
	<b>Rakdong Tintek</b>	<ul style="list-style-type: none"><li>• Expenditure Register is OK</li><li>• Beneficiary works Register OK</li></ul>

	<b>Parakha</b>	<ul style="list-style-type: none"> <li>• Beneficiary works Register OK</li> <li>• Voucher Expenditure Register updated as advised in previous record verification</li> </ul>
	<b>Pakyong</b>	<ul style="list-style-type: none"> <li>• The record maintained in Measurement Register and Beneficiary works Register should tally</li> <li>• Expenditure Register to be updated</li> </ul>
<b>South</b>	<b>Namchi</b>	<ul style="list-style-type: none"> <li>• Adjustment of advances to be done as prescribed</li> </ul>
	<b>Sikkip</b>	<ul style="list-style-type: none"> <li>• Bank Reconciliation</li> <li>• Cash book to be closed</li> </ul>
	<b>Namthang</b>	<ul style="list-style-type: none"> <li>• The records are up to date</li> </ul>
	<b>Ravongla</b>	<ul style="list-style-type: none"> <li>• Expenditure Register is OK</li> <li>• Beneficiary works Register OK</li> </ul>
	<b>Melli</b>	<ul style="list-style-type: none"> <li>• Deduction in Beneficiary Works Register includes Beneficiaries contribution which needs to be recorded</li> </ul>

**Review of Record Keeping Status as per Engineering Section:**

***Important Instructions:***

- *All Blocks are requested to maintain separate records for receipt of materials from SIMFED and STCS*
- *Verify that the beneficiary signature and date of completion are present in the Measurement Book*

<b>District</b>	<b>Block</b>	<b>Findings</b>
<b>South</b>	<b>Ravangla</b>	<ul style="list-style-type: none"> <li>• Measurement Book Ok</li> <li>• Proper entry not done in beneficiary register</li> </ul>
	<b>Sikkip</b>	<ul style="list-style-type: none"> <li>• Handing over dates to be entered in MB</li> </ul>
	<b>Namthang</b>	<ul style="list-style-type: none"> <li>• Goods Received Registers is OK</li> <li>• Measurement Book OK.</li> </ul>
<b>West</b>	<b>Hee-Martam</b>	<ul style="list-style-type: none"> <li>• Handing over dates to be entered in MB</li> </ul>
	<b>Gyalsing</b>	<ul style="list-style-type: none"> <li>• Handing over dates to be entered in MB</li> </ul>
	<b>Yuksom</b>	<ul style="list-style-type: none"> <li>• Handing over dates to be entered in MB</li> </ul>

<b>North</b>	<b>Chungthang</b>	<ul style="list-style-type: none"> <li>• Handing over dates to be entered in MB</li> </ul>
	<b>Mangan</b>	<ul style="list-style-type: none"> <li>• Handing over dates to be entered in MB</li> <li>• Record Keeping is not up to the mark</li> <li>• Needs to be improve</li> </ul>
	<b>Kabi</b>	<ul style="list-style-type: none"> <li>• Beneficiary Sign improper in Beneficiary Works Register</li> <li>• Handing over dates to be entered in MB</li> </ul>
	<b>Passingdong</b>	<ul style="list-style-type: none"> <li>• Measurement Book not brought</li> </ul>
<b>East</b>	<b>Martam</b>	<ul style="list-style-type: none"> <li>• Handing over dates to be entered in MB</li> </ul>
	<b>Rakdong Tintek</b>	<ul style="list-style-type: none"> <li>• Measurement book not brought</li> </ul>
	<b>Ranka</b>	<ul style="list-style-type: none"> <li>• Measurement book OK</li> </ul>
	<b>Duga</b>	<ul style="list-style-type: none"> <li>• Rod Required</li> <li>• Measurement book not brought</li> </ul>
	<b>Gangtok</b>	<ul style="list-style-type: none"> <li>• Measurement Book to be updated</li> </ul>
	<b>Khamdong</b>	<ul style="list-style-type: none"> <li>• Measurement Book not brought</li> </ul>
	<b>Rhenock</b>	<ul style="list-style-type: none"> <li>• Handing over dates to be entered in MB</li> </ul>
	<b>Regu</b>	<ul style="list-style-type: none"> <li>• Measurement Book not brought</li> </ul>
	<b>Pakyong</b>	<ul style="list-style-type: none"> <li>• Measurement Book to be updated</li> </ul>
	<b>Parakha</b>	<ul style="list-style-type: none"> <li>• Measurement Date improper in measurement Register</li> <li>• Beneficiary Sign improper in Beneficiary Works Register</li> <li>• Handing over dates to be entered in MB</li> </ul>

**Review on Status of MIS online Entry:**

<b>District</b>	<b>Block</b>	<b>Findings</b>
<b>West</b>	<b>Daramdin</b>	<ul style="list-style-type: none"> <li>• Still More Entry Pending</li> </ul>
	<b>Kaluk</b>	<ul style="list-style-type: none"> <li>• Material Received mismatch</li> <li>• Entry up to date</li> </ul>
	<b>Gyalsing</b>	<ul style="list-style-type: none"> <li>• MIS entry OK</li> </ul>
	<b>Hee-Bermiok</b>	<ul style="list-style-type: none"> <li>• MIS entry pending</li> <li>• Error in Challan number entered in MIS</li> </ul>
	<b>Parakha</b>	<ul style="list-style-type: none"> <li>• MIS entry OK</li> </ul>
	<b>Rakdong Tintek</b>	<ul style="list-style-type: none"> <li>• Material Received Mismatch</li> <li>• MIS entry up to date</li> </ul>

<b>East</b>	<b>Gangtok</b>	<ul style="list-style-type: none"> <li>• Double entry of received Challan details</li> </ul>
	<b>Martam</b>	<ul style="list-style-type: none"> <li>• Double entry of received Challan details</li> </ul>
	<b>Khamdong</b>	<ul style="list-style-type: none"> <li>• MIS entry OK</li> </ul>
<b>South</b>	<b>Temi Tarku</b>	<ul style="list-style-type: none"> <li>• SIMFED material received under STCS</li> <li>• MIS entry up to date</li> </ul>
	<b>Yangyang</b>	<ul style="list-style-type: none"> <li>• More Entry Pending</li> </ul>
	<b>Kabi</b>	<ul style="list-style-type: none"> <li>• Error in Material Quantity received</li> <li>• More entry Pending</li> </ul>
	<b>Sumbuk/Melli</b>	<ul style="list-style-type: none"> <li>• SIMFED materials received under STCS</li> </ul>
	<b>Sikkip</b>	<ul style="list-style-type: none"> <li>• Error in challan number entry</li> </ul>
<b>North</b>	<b>Passingdong</b>	<ul style="list-style-type: none"> <li>• Double entry of received challan details</li> <li>• SIMFED materials received under STCS</li> </ul>
	<b>Mangan</b>	<ul style="list-style-type: none"> <li>• SIMFED materials received under STCS</li> </ul>

All ADCs are instructed to ensure that the Blocks that were absent, get their records verified and those that were present correct their records as instructed and get the same re-verified from the supervising officers (as indicated below) in RMDD head office latest by 10<sup>th</sup> December 2013:

**Shri Kumar Bardewa, CAO RM&DD:**

- Beneficiary Works Register
- Expenditure ./ Voucher Register
- Completion Certificate Register

**Shri M. Ravindran, SE Planning:**

- Goods Received Register (5 nos)
- Measurement Register

Also, Blocks which are lagging behind in MIS data entry, need to put in extra efforts to ensure that the MIS entry is up to date and the mistakes are also corrected immediately.

*SE Tambe*

(Sandeep Tambe)  
**Special Secretary**