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

Ref No: 476 /RM&DD

Dated: 6th Nov, 2012

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 31st October 2013 at Janta Bhawan 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.

Mangan and Namthang Blocks were found to be the best in record keeping. 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 25th Nov, 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 are corrected and re-verified**
5. **All GVAs to ensure that the records are corrected and re-verified**

Reconstruction of Earthquake Damaged Rural Houses (REDRH) Project

31st Oct, 2013, at Janta Bhawan

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 31st October 2013 at Janta Bhawan under the guidance of Shri. Kumar Bardewa, Chief Accounts Officer RMDD, Shri. M. Ravindran, Superintendent Engineer, Mrs Pema Donka, DE Stores, Ms. Alisha Basnett 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:

District	Block	Findings
West	Yuksom	<ul style="list-style-type: none">• Expenditure Register is OK• Adjustment of advance not proper (only 57,000 shown adjusted and Rs 3000/- not shown as adjustment)• Completion certificate not verified (Stated not maintained)
	Chongrang	<ul style="list-style-type: none">• Beneficiaries Works Register Maintained
	Kaluk	<ul style="list-style-type: none">• Adjustment of Advance not done• Accounts personal to update the records and meet CAO with records
	Soreng	<ul style="list-style-type: none">• Expenditure Register not Maintained• Adjustment of advance not done as prescribed
East	Martam (East)	<ul style="list-style-type: none">• Completion Certificate maintained• Loading/Unloading charges claimed by AE to be settled based on record maintained by the store keeper• Accounts record maintained• Beneficiaries Registers to be updated for Department mode

East	Rhenock	<ul style="list-style-type: none"> • Photos need to be updated in Beneficiary Works Register • Adjustment of advances not shown in Beneficiary Works Register, which is mandatory • Accountant to meet with Registers after updating records
	Duga	<ul style="list-style-type: none"> • Beneficiaries Works Register not properly maintained • Adjustment of advances not shown • Voucher expenditure Not maintained as prescribed
	Parakha	<ul style="list-style-type: none"> • Accounts records are not maintained as prescribed. The stock materials which are issued by the STCS/SIMFED is not required to be entered in the Voucher Expenditure register. All accounts records are to be updated based on the other records/ vouchers available and report to Head Office
	Gangtok	<ul style="list-style-type: none"> • Register not maintained by Accounts personal • AO GVK should supervise in maintaining accounts • Expenditure details not maintained
	Ranka	<ul style="list-style-type: none"> • In Beneficiary Work Register, advance adjustments to be indicated as prescribed
South	Temi-Tarku	<ul style="list-style-type: none"> • None of the Accounting records are maintained as prescribed. Accounts personnel to update the records in the prescribed register and report to Head Office
	Sikkip	<ul style="list-style-type: none"> • Records are to be updated as advised
	Namthang (best in record keeping)	<ul style="list-style-type: none"> • The records verified are up to the mark. Other nearby GVKs can consult and update their records in line with Namthang as well

Review of Record Keeping Status as per Engineering Section:

District	Block	Findings
South	Jorethang	<ul style="list-style-type: none"> • Goods Received Registers is proper • In Measurement Register Date of handing taken not given • Completion report Register-nil
	Melli	<ul style="list-style-type: none"> • Goods Received Registers is proper • Beneficiary Work Register
	Yangyang	<ul style="list-style-type: none"> • New JE's to be attached with REDRH • Beneficiary signature not found • Handing over date not mentioned
	Temi Tarku	<ul style="list-style-type: none"> • Goods Received Registers not brought but has been maintained • Completion Certificate is NIL

West	Yuksom	<ul style="list-style-type: none"> • In Beneficiary Work register Photographs not attached, Signature of beneficiary not found
North	Passingdong	<ul style="list-style-type: none"> • Entry is not updated in Goods Received Registers • In Measurement Register the Sign of Account person is missing
East	Rhenock	<ul style="list-style-type: none"> • Completion Certificate not brought but updated
	Duga	<ul style="list-style-type: none"> • Completion Certificate is NIL
	Parakha	<ul style="list-style-type: none"> • Goods Received Registers not brought but has been maintained
	Regu	<ul style="list-style-type: none"> • Goods Received Registers not brought but has been maintained • Completion Certificate is NIL

Review on Status of MIS online Entry:

District	Block	Findings
West	Daramdin	<ul style="list-style-type: none"> • More Entry Pending
	Soreng	<ul style="list-style-type: none"> • The online entry of the materials received is very slow • Entry of SIMFED materials received in STCS
	Yuksom	<ul style="list-style-type: none"> • More Entry Pending • Double Entry of challan received details
East	Parakha	<ul style="list-style-type: none"> • Error in the entry of quantity received • Entry of wrong Challan made • More entry pending • Double entry of Received challan details
	Regu	<ul style="list-style-type: none"> • Too many double entries of Challan Received • Entry of SIMFED Materials Received in STCS
North	Chungthang	<ul style="list-style-type: none"> • Missing Challan Number • Error in Received Material Quantity
	Mangan (Best MIS entry)	<ul style="list-style-type: none"> • All entry up to date
	Kabi	<ul style="list-style-type: none"> • Error in Material Quantity received • More entry Pending
South	Sumbuk/Melli	<ul style="list-style-type: none"> • Double entry of Received challans • More Entry Pending
	Jorethang	<ul style="list-style-type: none"> • More entry pending

South	Ravongla	<ul style="list-style-type: none"> • Error in the challan number entered in the MIS. • Error in the entry of quantity received. • More entry pending • Double entry of Received challan details
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Shri M. Ravindran, SE Planning:

- Goods Received Register (5 nos)
- Measurement Register



(Sandeep Tambe)

Special Secretary

CC:

1. **Secretary-RMDD for information please**
2. **Chief Engineer, AD Accounts, CAO, SE (P), DE(Stores)**
3. **All ADC (Dev) for corrective action please**
4. **All GVA for corrective action please**