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RURAL MANAGEMENT & DEVELOPMENT DEPARTMENT GOVERNMENT OF SIKKIM GANGTOK

Ref No: 92/RM&DD/M

Dated: 16th July, 2012

To,

All District Collectors –cum- Head of District level committee of REDRH Project Government of Sikkim

Subject: Training on REDRH Stock Material Management at Block Level Stores: regarding

Sir,

As you are aware, under the REDRH project, the purchase of stock material has been centralized, while its storage and management has been decentralized to the Block Level Stores. Detailed guidelines have also been notified for the management of these stores (vide letter no 80/RMDD/M Dated 30th June, 2012). A training regarding the same was conducted for the AEs and Store Keepers of the BACs on 12th July, 2012 in Janta Bhawan. During this training, 14 registers that need to be maintained in the Block Level Stores were also explained and provided to all the Blocks:

- 1. Annexure-C1: Goods Received Register (Cement)
- 2. Annexure-C2: Goods Received Register (TMT Bar 16 mm)
- 3. Annexure-C3: Goods Received Register (TMT Bar 12 mm)
- 4. Annexure-C4: Goods Received Register (TMT Bar 10 mm)
- 5. Annexure-C5: Goods Received Register (TMT Bar 8 mm)
- 6. Annexure-D: Store indent placed beneficiary wise
- 7. Annexure-E1: Goods Issue Register (Cement)
- 8. Annexure-E2: Goods Issue Register (TMT Bar 16 mm)
- 9. Annexure-E3: Goods Issue Register (TMT Bar 12 mm)
- 10. Annexure-E4: Goods Issue Register (TMT Bar 10 mm)
- 11. Annexure-E5: Goods Issue Register (TMT Bar 8 mm)
- 12. Annexure-F: Goods Issued to Beneficiary Register
- 13. Annexure-G: Gate Pass Issued by the Store Keeper
- 14. Annexure-H: Goods Received Certificate

The Annexure-A: Block wise demand from the district was provided to the Districts.

Also an Online MIS (www.sikkimrmdd.gov.in) has been developed by the IT Department for the REDRH project. Earlier the "Beneficiary Module" was completed and helped immensely in the data entry of the beneficiaries. Now the next module "management of stock material in the block level stores" which will help in entering the details of stock materials received and issued at the Block Level Stores has been completed and an orientation of the same was provided during this training. Kindly find enclosed a power point presentation delivered by Shri Prem Rai, AD-IT during the training, which contains the block level user id and passwords needed for this entry. Please reset these passwords immediately. For any clarifications or further hand holding support, feel free to get in touch with him at <09593371156>.

Blocks need to ensure that these 14 registers are filled up accurately and regularly in the Block Level Stores and the MIS module is updated regularly, which will help to keep track of the balance stock material available in the stores, and also access useful reports.

Districts need to supervise the quality of this record keeping and online data entry periodically.

State Level Monitors need to monitor not only the actual house construction but also the quality of record keeping and MIS entry.

Yours faithfully,

Secretary cum PD-MGNREGA Rural Management & Dev. Deptt.

Govt. of Sikkim, Gangtok

Special Secretary

Encl: As above

CC:

- 1. Secretary LR&DMD
- 2. Secretary RM&DD
- 3. Related officers of RMDD Head Office [SS-I, II, CE, AD(accts), SE(stores), AD(IT)]
- 4. All State Level Monitors to familiarize themselves with the record keeping and MIS entry
- 5. All ADC (Dev)s to supervise record keeping and MIS entry
- 6. All BDOs to ensure that the record keeping and MIS entry is made accurately and in a timely manner
- 7. All AEs in BACs to ensure that the record keeping and MIS entry is made accurately and in a timely manner