



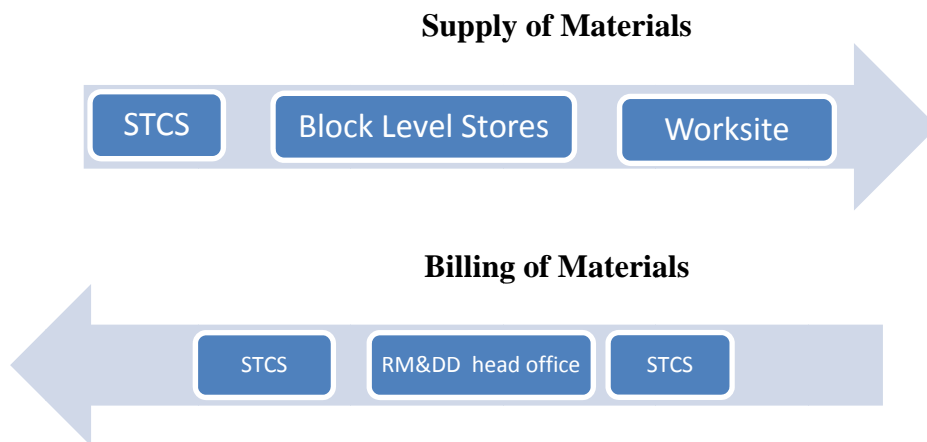
**RURAL MANAGEMENT & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK**

Guidelines for the Management of Stock Materials for the Reconstruction of Earthquake Damaged Rural Houses (REDRH) Project

1. The Operational Challenge

The Reconstruction of Earthquake Damaged Rural Houses (REDRH) Project will entail the construction of 7972 houses in rural areas scattered in steep and rugged mountain terrain with sensitive ecosystems, fragile geology and poor connectivity. For each house, stock material in the form of 300 bags of cement and about 26 quintals of TMT Bars will be needed. This translates to a logistic challenge of supplying about 23.92 lakh cement bags and 2.07 lakh quintals of TMT bars to 7972 geographically dispersed worksites.

2. Strategy for Stock Material Supply



Currently, RMDD has two stores at Tadong, East Sikkim which caters to North and East Districts and Jorethang, South Sikkim which caters to West and South Sikkim. Considering the scale of this project and the limited capacity of these existing stores, the stock material storage needs to be decentralized to the Block level by establishment of the Block Level Stores (BLS). STCS will supply the materials directly to the newly established Block Level Stores (without routing the trucks through the RMDD stores) and raise the bill block wise. The materials will be received at the BLS by the store keeper and in turn issued to the worksite. Goods Received Certificate needs to be prepared by the Store Keeper from the Block level, duly signed by concerned AE and BDO and forwarded to STCS as well as RMDD head office. Based on this

STCS will raise the bill directly to RMDD head office along with requisite Challan and Goods Received Certificate. This model will be operationally efficient, financially economical and will also provide oversight to the Block during billing, to ensure that the payment is as per actual supply of stock material at the Block level.

3. Establishment of Block Level Stores

Stock material storage needs to be decentralized to the Block level by establishment of the Block Level Stores (BLS) which will receive material directly from STCS. TMT bars can be stacked in the BAC premises. In case of cement bags, stacking within the BAC premises is the first option, alternatively to look for suitable govt or private accommodation on the road side having capacity to store 3000-4000 cement bags. For private accommodation, rent should not exceed the assessment by Buildings and Housing Department, Government of Sikkim which will be paid by RMDD. First in and first out system of stacking and issue needs to be adopted for cement to the extent possible. Unloading, stacking and loading of the stock material is the responsibility of the Block.

BDO needs to designate a store keeper who will preferably be the Junior Accountant or any other regular employee of the BAC who can perform the role and responsibilities as indicated in Para 2.40, 2.41, 2.42 and 2.43 of the SPWD Manual, 2009. The store keeper will be responsible for:

- Custody of the store
- Accounting of receipt, issues and balances
- Maintain Goods Received Register (Format at Annexure-C1-C5)
- Maintain Goods Issue Register (Format at Annexure-E1-E5)
- Maintain Goods Issued to Beneficiary Register (Format at Annexure-F)
- Issue Gate Pass (Format at Annexure-G)
- Ensure that materials received are properly checked and recorded
- Ensure correctness of transaction
- Keep the BDO informed on any surplus or shortage or damage or theft
- Sign the Challan, presented by STCS after receipt of goods
- Prepare the Goods Received Certificate (Format at Annexure-H)

In case of shortages, he will be held personally responsible for the same.

4. Stage Wise Quantum of Stock Material Needed

The cement will be packed in 50 kg bags while the TMT Bars will be 12 meters long. Since material weighting facility is not available in the BLS, hence the stock material will be tracked here based on number of pieces, as it is supplied in standard dimensions and density. This will ensure that the BLS will be able to physically keep track of the materials received and issued.

The density of the TMT Bars used for conversion will be as per standard ISI specification i.e. for 16mm TMT Bar – 1.58 kg/m, for 12mm TMT Bar – 0.89 kg/m, for 10mm TMT Bar – 0.62 kg/m and for 8mm TMT Bar – 0.39 kg/m.

The breakup of the total stock material of 300 bags of cement and 2598.96 kg of TMT bar stage wise is indicated below. To the extent possible, optimization has been done to keep the number of pieces in whole number to ensure easy and transparent issue from the BLS to the worksite.

Stage of Progress	Purpose	Stock Material	Quantity
Stage-I: After beneficiary selection	For construction up to plinth level with foundation and 9 columns	Cement TMT Bars 16mm TMT Bars 12mm TMT Bars 8mm	100 bags 341.28 kg 18 pieces 12 m long 299.04 kg 28 pieces 12 m long 224.64 kg 48 pieces 12 m long
Stage-II: After plinth level	For construction up to roof level including 9 columns and beams	Cement TMT Bars 16mm TMT Bars 12mm TMT Bars 10mm TMT Bars 8mm	80 bags 331.8 kg 17.5 pieces 12 m long 160.2 kg 15 pieces 12 m long 1026.72 kg 138 pieces 12 m long 215.28 kg 46 pieces 12 m long
Stage-III: After roof level	House is complete in all respects	Cement	120 bags
Total		Cement TMT Bars 16mm TMT Bars 12mm TMT Bars 10mm TMT Bars 8mm	300 bags 673.08 kg 35.5 pieces 12 m long 459.24 kg 43 pieces 12 m long 1026.72 kg 138 pieces 12 m long 439.92 kg 94 pieces 12 m long

5. Approved Brands of the Stock Material

In order to ensure good quality of the Stock Material, the approved brands are :

For cement: Jaypee, Birla and Lafarge

For TMT Bar Fe 500D: Adhunik and Elegant

Only these approved brands need to be received and billed for.

6. Demand from the Districts

ADC(Dev) enquires regarding the demand of stock materials from the Block and writes to RMDD headoffice with the demand of stock material block-wise, indicating the type and quantity of stock material, address of the Block Level Stores (BLS) where material will be received along with details of the authorized personnel who will receive the consignment. District should make prior arrangements to receive the above material in the prescribed location. The demand form needs to be signed by concerned ADC (Dev) and sent to SE (stores), RMDD headoffice. **Annexure-A: Block wise demand from the district.**

7. RM&DD Head Office Requisitions STCS to Deliver Material at BLS

On the basis of the Block wise demand from the district, RM&DD provides delivery schedule to STCS block wise with the details of the type, quantity, destination (BLS) and authorized

personnel who will receive the stock material. Delivery Schedule needs to be signed by concerned DE (Stores) and forwarded to MD STCS. **Annexure-B: Block Wise Delivery Schedule for STCS.**

8. Receipt Of Stock Material At BLS

STCS delivers the stock material to the concerned BLS where it is received by the concerned authorized personnel. Three copies of the Challan (One copy for Block, and 2 for STCS) need to be authenticated by the concerned store keeper. The Goods Received Register (Vide Paragraph 122 of Sikkim Public Works Code) has been simplified and will be maintained separately for the 5 different types of stock materials for this purpose in all the BLS.

Annexure-C1: Goods Received Register (Cement)

Annexure-C2: Goods Received Register (TMT Bar 16 mm)

Annexure-C3: Goods Received Register (TMT Bar 12 mm)

Annexure-C4: Goods Received Register (TMT Bar 10 mm)

Annexure-C5: Goods Received Register (TMT Bar 8 mm)

9. Issue Of Stock Material From BLS to the Work Sites

The Block delivers the stock material from the BLS to the work sites. The concerned AE will place a Store Indent beneficiary wise to the Store Keeper in the prescribed format (**Annexure D** simplified Format No 7 – Store Indent).

Annexure-D: Store indent placed beneficiary wise

Record of Issue needs to be maintained by the store keeper in the Goods Issue Register both material wise as well as beneficiary wise.

Annexure-E1: Goods Issue Register (Cement)

Annexure-E2: Goods Issue Register (TMT Bar 16 mm)

Annexure-E3: Goods Issue Register (TMT Bar 12 mm)

Annexure-E4: Goods Issue Register (TMT Bar 10 mm)

Annexure-E5: Goods Issue Register (TMT Bar 8 mm)

Annexure-F: Goods Issued to Beneficiary Register

The Store Keeper will issue the stock material with a Gate Pass in prescribed format.

Annexure-G: Gate Pass Issued by the Store Keeper

10. Procedure for Release of Payment of Stock Material

Billing needs to be processed Block Wise by STCS. The Goods Received Certificate (Annexure-H) needs to be issued at the Block level by the store keeper and duly certified by the concerned AE and BDO. The Bill along with the Challans and this Goods Received Certificate which are the evidence of supply needs to be provided by STCS to the DE Stores, RMDD headoffice for release of payment.

Annexure-H: Goods Received Certificate

11.Accountability

Block is accountable to ensure

- Establishment of 24x7 safe and theft proof mechanism in the BLS
- Providing Block wise demand of the stock material to the Districts
- Receiving of the stock material of approved brand by the authorized personnel duly authenticating the challan
- Unloading, stacking and loading the stock material
- Preparing and authenticating the Goods Received Certificate
- Proper record keeping of receipt and issue of the stock material
- Ensuring that the stock material is stored properly, so that it does not get spoilt
- Submitting authentic Goods Received Certificate of materials which have reached the BLS

District is accountable to

- Supervise the establishment, functioning and record keeping of these Block Level Stores

12. Monthly Reconciliation between STCS and RM&DD Head Office

The RM&DD head office needs to reconcile the Advance, Goods indented and Goods delivered with STCS on a monthly basis.



**Annexure-A
REDRH Project**

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

Ref No: _____

Date: _____

To,

**The SE Stores, RM&DD Head Office,
Government of Sikkim, Gangtok**

Subject: Block Wise Demand of Stock Material for the REDRH Project

Sir,

Kindly arrange to supply the following stock material:

S. No.	Type of Stock Material	Quantity	Units
1	Cement		Bags
2	TMT Bar 16mm dia, 12m long		Pieces
3	TMT Bar 12mm dia, 12m long		Pieces
4	TMT Bar 10mm dia, 12m long		Pieces
5	TMT Bar 8mm dia, 12m long		Pieces

Name of Block: _____ **District:** _____

Address of Block Level Stores: _____

Authorized person to receive the material and sign the Challan:

Name: _____

Designation: _____ **Mobile:** _____

Preparatory arrangements to store this material have already been done, and we are fully prepared to receive this stock material in the above mentioned stores.

Yours faithfully,

ADC (Development)



**Annexure-B
REDRH Project**

**RURAL MANAGEMENT AND DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANTOK**

Ref No: _____

Date: _____

To,

**The Managing Director,
State Trading Corporation of Sikkim
Government of Sikkim, Deorali, Gangtok**

Subject: Block Wise Delivery Schedule for Stock Material for the REDRH Project

Sir,

Kindly arrange to supply the following materials within 15 days of issue of this letter:

S. No.	Type of Stock Material	Quantity	Units
1	Cement (Jaypee / Birla / Lafarge)		Bags
2	TMT Bar 16mm dia, 12m long (Adhunik / Elegant)		MT
3	TMT Bar 12mm dia, 12m long (Adhunik / Elegant)		MT
4	TMT Bar 10mm dia , 12m long (Adhunik / Elegant)		MT
5	TMT Bar 8mm dia , 12m long (Adhunik / Elegant)		MT

Name of Block: _____ District: _____

Address of Block Level Stores: _____

Authorized person to receive the material and sign the Challan:

Name: _____

Designation: _____ Mobile: _____

Yours faithfully,

DE (Stores)

Rural Management & Development Department
Goods Received Register (Cement)
(Vide Paragraph 122 of Sikkim Public Works Code- Simplified)

Annexure-C1
REDRH Project

Block.....

Name of Supplier.....

District.....

Name of Material: **Cement**

Sl. No.	Date	Challan No.	Challan Date	Quantity received	Delivery vehicle No.	Signature of store keeper
1	2	3	4	7	10	11

Rural Management & Development Department
Goods Received Register TMT Bar 16 mm dia

(Vide Paragraph 122 of Sikkim Public Works Code - Simplified)

Annexure-C2
REDRH Project

Block.....

Name of Supplier.....

District.....

Name of Material: TMT Bar 16 mm dia

Sl. No.	Date	Challan No.	Challan Date	Quantity received	Delivery vehicle No.	Signature of store keeper
1	2	3	4	7	10	11

Rural Management & Development Department
Goods Received Register TMT Bar 12 mm dia
(Vide Paragraph 122 of Sikkim Public Works Code - Simplified)

Annexure-C3
REDRH Project

Block.....

Name of Supplier.....

District.....

Name of Material: **TMT Bar 12 mm dia**

Sl. No.	Date	Challan No.	Challan Date	Quantity received	Delivery vehicle No.	Signature of store keeper
1	2	3	4	7	10	11

Rural Management & Development Department
Goods Received Register TMT Bar 10 mm dia

(Vide Paragraph 122 of Sikkim Public Works Code - Simplified)

Annexure-C4
REDRH Project

Block.....

Name of Supplier.....

District.....

Name of Material: TMT Bar 10 mm dia

Sl. No.	Date	Challan No.	Challan Date	Quantity received	Delivery vehicle No.	Signature of store keeper
1	2	3	4	7	10	11

Rural Management & Development Department
Goods Received Register TMT Bar 8 mm dia
 (Vide Paragraph 122 of Sikkim Public Works Code - Simplified)

Annexure-C5
REDRH Project

Block.....

Name of Supplier.....

District.....

Name of Material: **TMT Bar 8 mm dia**

Sl. No.	Date	Challan No.	Challan Date	Quantity received	Delivery vehicle No.	Signature of store keeper
1	2	3	4	7	10	11



Annexure-D
REDRH Project

RURAL MANAGEMENT AND DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM

Store Indent Placed Beneficiary Wise

(Simplified Form-7 referred to in paragraph 31.1 of SPWD Manual, 2009)

Indent No: _____ **Date:** _____

Name of the Store: _____ **Block** _____

GPU _____ **GPW** _____

House No: _____ **Beneficiary Name:** _____

S. No.	Type of material	Quantity indented	Quantity issued	Unit	Name of the person to whom goods are to be delivered and his signature
1	2	4	5	6	11
					Signature: Name:

	Indenter JE	Approved by AE
Signature		
Name		

Goods Issue Register (TMT Bar 16mm)
Main Issue Register

Annexure-E2
REDRH Project

S. No.	Date	Quantity	Units	Indent No. and Date	Gate Pass No. and Date	Signature of store keeper

**Goods Issue Register (TMT Bar 10mm)
Main Issue Register**

**Annexure-E4
REDRH Project**

S. No.	Date	Quantity	Units	Indent No. and Date	Gate Pass No. and Date	Signature of store keeper

**Goods Issue Register (TMT Bar 8mm)
Main Issue Register**

S. No.	Date	Quantity	Units	Indent No. and Date	Gate Pass No. and Date	Signature of store keeper

Goods Issued to Beneficiary Register

(One beneficiary in one page)

Annexure-F
REDRH Project

(I) Beneficiary details

Name of Beneficiary.....
Father's / Husband's Name
House No (9 digits):..... Ward Name.....
GPU name
Block nameMobile No.

(II) Issue of Stock Material

S. No.	Date	Type of Stock Material	Quantity	Units	Signature of store keeper

S. No.	Date	Description of Stock Material	Quantity	Units	Signature of store keeper



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

Gate Pass

(Simplified Form-7 referred to in paragraph 31.7 of SPWD Manual, 2009)

Ref No: _____ **Date:** _____

Name of the Store: _____ **Block** _____

Materials issued against Indent No: _____ **Indent Date:** _____

GPU _____ **GPW** _____

House No: _____ **Beneficiary Name:** _____

S. No.	Type of material	Quantity	Unit	Vehicle No.

	Material Received by	Store Keeper
Signature		
Name		



**Annexure-H
REDRH Project**

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

Ref No: _____

Date: _____

Goods Received Certificate

This is to certify that the following materials have been received at the Block Level Store during the period _____ to _____

S. No.	Type of Stock Material	Quantity received	Units	Goods Received Register - Page No	Goods Received Register – S. No.
1	Cement (Jaypee / Birla / Lafarge)		Bags		
2	TMT Bar 16mm dia, 12m long (Adhunik / Elegant)		Pieces		
3	TMT Bar 12mm dia, 12m long (Adhunik / Elegant)		Pieces		
4	TMT Bar 10mm dia, 12m long (Adhunik / Elegant)		Pieces		
5	TMT Bar 8mm dia, 12m long (Adhunik / Elegant)		Pieces		

All the goods have been received in good condition and of approved brand.

Signature _____

Name of Store Keeper _____

	AE	BDO
Signature		
Name		