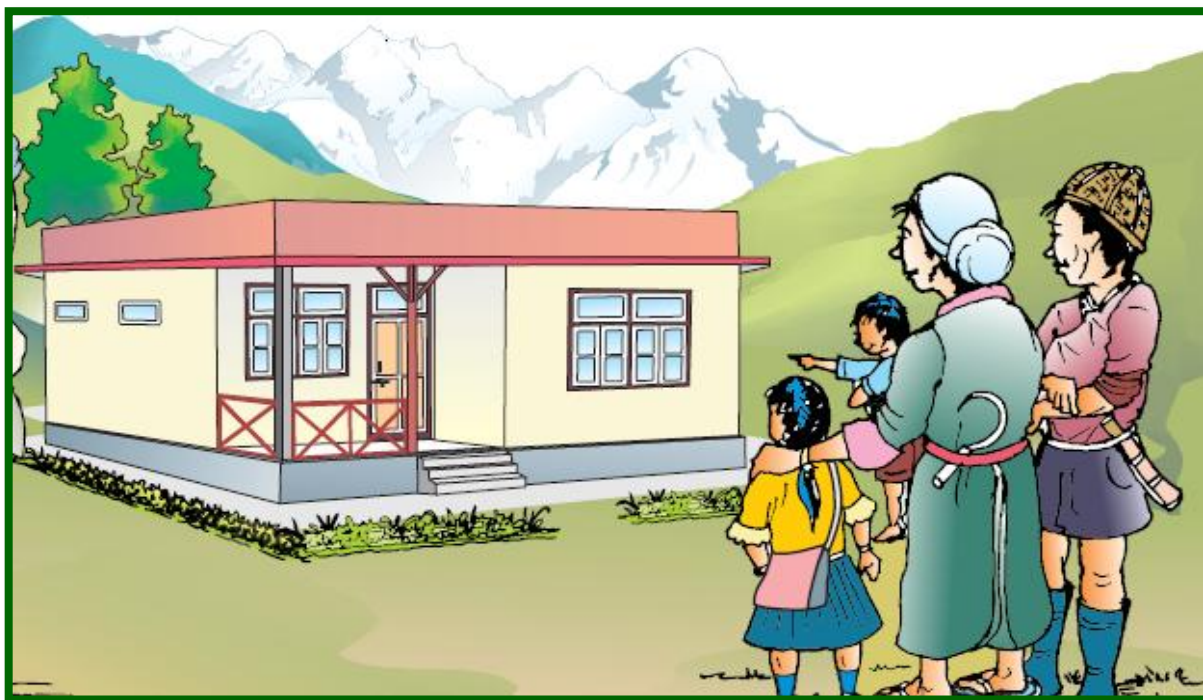


Reconstruction of Earthquake Damaged Rural Houses (REDRH)

Guidelines for Joint Implementation Model



**Department of Rural Management and Development
Government of Sikkim**

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1. Introduction:

The “Reconstruction of Earthquake Damaged Rural Houses” (REDRH) Project for reconstruction of 7,972 earthquake damaged rural houses is funded under the Prime Minister’s Special Relief Package from the Government of India. Earlier Operational guidelines had been prepared and circulated covering the aspects of prioritization of beneficiaries, design of the house, unit cost per house, implementation mechanism and management of stock material. The process of beneficiary prioritization, management of stock material, obtaining various exemptions and establishment of block level stores is progressing smoothly. However, the physical progress is yet to reach the desired momentum. Hence, consultations were held with District and Block level functionaries on 15th Sept, 2012. Based on these discussions, it was decided to further enhance the role of the beneficiaries in the implementation of this project, to accelerate this project and to ensure smooth and time-bound completion of this natural calamity related reconstruction work.

In order to accelerate the implementation of this project, a Joint Implementation Model is being provided, in addition to the existing Departmental model to the Block, wherein the role of the beneficiary will be enhanced to adequately involve him/her in house construction. In this Joint Implementation Model, the stock material will be issued to the beneficiary from the Block Level Stores, unloading, stacking and loading provision of upto Rs 3,000 per house will be provided to the Block and the balance funds provided to the beneficiary in installments based on physical progress. If this is adopted, then the beneficiary will take the lead in house construction. Greater involvement of the beneficiary in house construction, is in accordance with the implementation mechanism of the national flagship housing programme – Indira Awas Yojana (IAY) and also the ongoing Chief Minister’s Rural Housing Mission (CMRHM), which is running smoothly. These two implementation

models will be provided to the Block, who can decide which model is most suitable on a case to case basis, based on the assessment of the existing manpower, capability of the beneficiary and CMRHM and REDRH experience.

These Guidelines for Joint Implementation Model will supplement the existing Operational Guidelines and Guidelines for Management of Stock Materials. These Guidelines for Joint Implementation Model lay down the procedure to be followed in the Joint Implementation Model. While the earlier notified Operational Guidelines lay down the process for the Departmental model of Implementation. Only those components which differ are laid out in these new guidelines.

2. House Construction Process:

The Rural Management and Development Department will be the implementing Department for this project, for which Land Revenue and Disaster Management Department is the nodal Department.

Other than the Departmental Model of implementation, an additional Joint Implementation Model is also being provided to the Block, to ensure fast grounding and completion of this project which is a relief related NC activity. The reconstruction strategy, house design, estimate, beneficiary prioritization process, records to be maintained and monitoring, evaluation and transparency safeguards will be same as provided for in Para 3, 4, 5, 8 and 9 respectively of the Operational Guidelines notified earlier. Only Para 6 and 7 i.e. house construction process and financial management will vary in the Joint Implementation Model as provided for below.

For the construction of a fully RCC house (with slab roof), the owner will be eligible for stock material comprising of 300 bags of cement and 26 quintals of rod (TMT-Bar) from the Block Level Stores and a financial grant in aid of about Rs 2.40 lakh in four installments. This quantum of Rs 2.40 lakh financial grant to the beneficiary will vary from Block to Block, since the rates quoted by STCS also vary from Block to Block as per the carriage distance. Also, the rates quoted by STCS are subject to revision as per the prevailing prices at the time of actual delivery and billing. All the four installments have to be released as Account Payee cheques in the bank account of the beneficiary.

2.1 Fund release mechanism

Fund release mechanism to the beneficiary (for full RCC house with slab roof) after achieving fixed milestones shall be as follows:

Milestone	Fund release to beneficiary
1. Beneficiary identified	1 st installment fund release of Rs 60,000
2. Plinth level completed	2 nd installment fund release of Rs 60,000
3. Roof level completed	3 rd installment fund release of Rs 60,000
4. House fully completed	4 th and final installment of fund release of Rs 57,000*+

* Quantum of final installment will vary from Block to Block and needs to be fixed based on consultation with the RMDD head office.

+ Up to Rs 3000/- is being provided to the Block for meeting the costs associated with loading, stacking and unloading the stock material in the BLS. Expenditure details of has to be maintained by concerned AE/JE

2.2 Issuing Allotment Order to beneficiaries in Joint Implementation Model

- 2.2.1. Steps as indicated in Para 6.2.1 to 6.2.9 of the Operational Guidelines (notified earlier) need to be completed first.
- 2.2.2. Block hands over the Allotment Order (Annexure-I of the Operational Guidelines notified earlier) and takes the Undertaking of the beneficiary in duplicate in Annexure VIII.

2.3 Release of first installment

- 2.3.1. BDO requisitions for pass order and fund release from the ADC (Dev) by providing the list of final approved beneficiaries having Joint Implementation Model.
- 2.3.2. ADC (Dev) releases funds to meet the 1st installment of Rs 60,000 for the final approved beneficiaries having Joint Implementation Model to the Block by issuing a pass order.
- 2.3.3. BDO released first installment of Rs 60,000 as an account payee cheque into the bank account of the beneficiary.
- 2.3.4. Stock material is also issued to the beneficiary as per need, and the record keeping done in accordance with the “Guidelines for the Management of Stock Material”.
- 2.3.5. After utilizing 60% of the first installment, the Block becomes eligible for receipt of next installment of funds from the District. This request has to be accompanied by a Utilization Certificate and Monthly Progress Report.

2.4 Release of second installment

- 2.4.1. Beneficiary needs to apply in prescribed format (Annexure-IX) in triplicate to the concerned BDO after obtaining certification from the Panchayat President and RDA certifying that he/she has completed the pre-requisites, duly certified by the AE, and is eligible for second installment:
 - 605 square feet of plinth area should be completed
 - Foundation is complete up to plinth area
- 2.4.2. On the recommendation of the concerned Panchayat President and RDA, the BDO after conducting physical verification releases the 2nd installment of Rs 60,000.
- 2.4.3. The Measurement Register, Expenditure / Voucher Register, Beneficiary Works Register and other records needs to be updated accurately before releasing the payment.
- 2.4.4. Stock material is also issued to the beneficiary as per need.

2.5 Release of third installment

- 2.5.1. Beneficiary needs to apply in prescribed format (Annexure-X) in triplicate to the concerned BDO after obtaining certification from the Panchayat President and RDA certifying that he/she has completed the pre-requisites, duly certified by the AE, and is eligible for second installment. i.e. Roof is complete.
- 2.5.2. On the recommendation of the concerned Panchayat President and RDA, the BDO after conducting physical verification releases the 3rd installment of Rs 60,000.
- 2.5.3. The Measurement Register, Expenditure/Voucher Register, Beneficiary Works Register and other records needs to be updated accurately before releasing the payment.
- 2.5.4. Stock material is also issued to the beneficiary as per need.

2.6 Release of fourth and final installment

- 2.6.1. Beneficiary needs to apply in prescribed format (Annexure-XI) in triplicate to the concerned BDO after obtaining certification from the Panchayat President and RDA certifying that he/she has completed the pre-requisites and is eligible for final installment. The beneficiary must adhere to certain Basic Minimum Standards of the house as detailed above.
- 2.6.2. The signboard of the completed works should be painted on the wall in the front of the house near the front door in the Verandah at 6 feet height. The size of the painting should be 3feet x 2 feet and a sample filled up format is placed below:

3 feet	
2 feet	Reconstruction of Earthquake Damaged Rural Houses (REDRH) Project funded under the Prime Minister's Special Relief Package
	Allotment No: 101111001
	Allotment Date: 12 th Aug, 2012
	Name of Beneficiary: Shri Karma Pintso Lepcha
	Sanctioned Cost: Rs 4.89 lakh
Date of Completion: 15 th March, 2013	

- 2.6.3. On the recommendation of the concerned Panchayat President and RDA, duly certified by the AE, the BDO on being fully satisfied in all respect recommends the application to the ADC (Dev) for release of final installment, who after conducting a sample check issues the pass order. On the basis of which the Block releases the final installment of Rs 57,000. This amount is subject to revision of rates of stock material provided by STCS and will vary from Block to Block and needs to be fixed based on consultation with the RMDD head office. Up to Rs 3000/- is being provided to the Block for meeting the costs associated with loading, stacking and unloading the stock material in the BLS. Expenditure details of has to be maintained by concerned AE/JE in the Expenditure / Voucher Register.
- 2.6.4. The Measurement Register, Expenditure / Voucher Register, Beneficiary Works Register and other records needs to be updated accurately before releasing the payment.
- 2.6.5. Pass order of ADC (Dev) is mandatory before release of 1st and final installment. For the release of the 2nd and 3rd Installment the concerned BDO is authorized to release the payment following due procedure.

2.7. Convergence

- 2.7.1. Electrification of the house will be provided through Rajiv Gandhi Gramin Vidyutikaran Yojana (RGGVY); For this, concerned AE / JE posted in the BAC shall pursue the matter with concerned Line Departments and gets the work done.
- 2.7.2. Water supply through National Rural Drinking Water Program (NRDWP).
- 2.7.3. Forest Department will either provide timber under the scheme at subsidized rate or issue marking order for extraction of the timber of the standing trees from private land holding.

UNDERTAKING (Joint Model)

Reference Allotment Order No:, Dated, this undertaking made on day of, 2012 that I, Shri/Smt/Miss son of / wife of / daughter of resident of Ward, GPU shall maintain **Basic minimum standards or core design** of the house and abide by the **terms and conditions** which are as follows:-

1. Basic minimum standards or core design:

The house must adhere to certain **Basic Minimum Standards** namely:

- **Size:** Total floor area (including multiple floors) should not be less than 605 sq feet
- **Foundation:** RCC with 9 columns (1feet x 1 feet) and RCC beams of (1feet x 1 feet)
- **Walls:** should be half brick walling over RCC frame
- **Flooring:** should be Cement Concrete
- **Roofing:** RCC Slab 4 inches thick
- **Sanitation:** Minimum one toilet along with septic tank

Also, I understand that the REDRH house has been designed for maximum two storeys, with a light second storey having a GCI sheet roof. Any modification of design involving slab roof on the second storey or subsequent storeys will need corresponding modifications in the foundation and supporting reinforcement.

2. Release of 1st installment

- (a) 1st installment of Rs. 60,000 shall be released along with allotment order.
- (b) Stock material is provided to the beneficiary as per need.

3. Release of 2nd installment

- (a) Beneficiary needs to apply in prescribed format (Annexure VIII) in triplicate to the BDO certifying that he/she has completed the pre-requisites and is eligible for second installment.
 1. 605 square feet of plinth area is completed
 2. Foundation is complete up to plinth
- (b) On the recommendation of the concerned Panchayat, duly certified by the AE/JE, the BDO after being satisfied in all respects, releases the 2nd installment of Rs 60,000 and stock material as per need.
- (c) Stock material is provided to the beneficiary as per need.

4. Release of 3rd installment

- (a) Beneficiary needs to apply in prescribed format (Annexure IX) in triplicate to the BDO certifying that he/she has completed the pre-requisites and is eligible for second installment. i.e. Roof is complete
- (b) On the recommendation of the concerned Panchayat, duly certified by the AE/JE, the BDO after being satisfied in all respects, releases the 3rd installment of Rs 60,000 and the balance stock material as per need.
- (c) Stock material is provided to the beneficiary as per need.

5. Release of 4th and final installment

- (a) Beneficiary needs to apply in prescribed format (Annexure X) in triplicate to the BDO certifying that he/she has completed the pre-requisites and is eligible for final installment. The beneficiary must adhere to the Basic Minimum Standards of the house as detailed above.
- (b) On the recommendation of the concerned Panchayat, duly certified by the AE/JE, the BDO if satisfied in all respects recommends the application to the ADC (Dev) for release of final installment, who after being satisfied in all aspects issues the pass order, on the basis of which the Block releases the final installment of Rs 57,000. This amount is subject to revision of rates of stock material provided by STCS and will vary from Block to Block and needs to be fixed based on consultation with the RMDD head office.

6. Accountability and beneficiary contribution

I will contribute land, local material (stone, sand, timber etc), labour, transportation of the stock material from the Block Level Stores and also supervision of the construction. I also undertake to utilize the funds provided to me, solely for the purpose for which they are meant, and to refund the entire amount to the Government incase of any diversion. Also, once the house is completed, I undertake to take over the same and assume responsibility of future maintenance and repair.

Signature of Beneficiary.....

Name of Beneficiary.....

Father's / Husband's Name

Ward Name.....

GPU name

Mobile No.

Witness:- (Signature and Name)

1.

2.

To,

The Block Development Officer,

..... (name of Block),

..... (name of District),

Allotment Order No:.....

Sub: Application for release of 2nd installment under REDRH

Sir / Madam,

The undersigned has under the “**Reconstruction of Earthquake Damaged Rural House**” (**REDRH**) **project**, completed construction up to the level of foundation and plinth level. Therefore, I may kindly be released the 2nd installment of Rs.....for construction of 9 columns, roof beam and roof of my house.

Yours faithfully,

Dated:.....

Signature of Beneficiary.....

Name of Beneficiary.....

Father’s / Husband’s Name

Ward Name.....

GPU name

Mobile No.

**Attested by concerned Panchayat
and RDA**

To,

The Block Development Officer,

..... (name of Block),

..... (name of District),

Allotment Order No:.....

Sub: Application for release of 3rd installment under REDRH

Sir / Madam,

The undersigned under the “**Reconstruction of Earthquake Damaged Rural House**” (**REDRH**) **project**, completed construction up to the roof level. Therefore, I may kindly be released the 3rd installment of Rs.....for completing the house in all respects.

Yours faithfully,

Dated:.....

Signature of Beneficiary.....

Name of Beneficiary.....

Father’s / Husband’s Name

Ward Name.....

GPU name

Mobile No.

**Attested by concerned Panchayat
and RDA**

To,

The Block Development Officer,

..... (name of Block),

..... (name of District),

Allotment Order No:.....

Sub: Application for release of 4th and final installment under REDRH

Sir / Madam,

This is to inform you that the undersigned has under the “**Reconstruction of Earthquake Damaged Rural Houses**” (REDRH) project, completed the house in all respects as per instruction of the Department and it conforms to the Basic Minimum Standards as detailed in the Allotment Order. Therefore, I may kindly be released the final installment of Rs.....

Yours faithfully,

Dated:.....

Signature of Beneficiary

Name of Beneficiary

Father's / Husband's Name

Ward Name

GPU name

Mobile No.

**Attested by concerned Panchayat
and RDA**