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

Ref No: 183/RM&DD/M

Dated: 12<sup>th</sup> Nov, 2012

To,

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

**Subject: Pre-printed Registers, Books and Forms to be used at Block Level for the REDRH Project**

Sir,

This is in continuation to letter dated 5<sup>th</sup> Oct, 2012, wherein the implementation framework to accelerate the REDRH project was provided based on the consultation workshop held on 15<sup>th</sup> Sept, 2012. The Measurement Register, Voucher/Expenditure Register and Hand Receipt Books are to be used for both the implementation models (Departmental and Joint) while the Undertaking Book, 2<sup>nd</sup> Instalment Book, 3<sup>rd</sup> Instalment Book and 4<sup>th</sup> Instalment Book are to be used only for the Joint model of implementation.

In this regard, kindly find enclosed the pre-printed registers, books and CB forms to be used at the Block level:

| Registers / Books                                | Pages per house | Leaves | Houses per book | Total no. of books | Number of Books |        |       |       | Page Numbering  |
|--|-----------------|--------|-----------------|--------------------|-----------------|--------|-------|-------|---|
|  |                 |        |                 |                    | North           | East   | South | West  |   |
| Measurement Register                             | 2               | 150    | 150             | 40                 | 8               | 12     | 10    | 10    | 1-300   |
| Voucher / Expenditure Register                   | 3               | 201    | 134             | 50                 | 10              | 16     | 12    | 12    | 1-402   |
| Hand Receipt Book with duplicate                 | na              | 200    | na              | 200                | 50              | 60     | 40    | 50    | North: 001 - 5,000<br>East: 5001- 11,000<br>South: 11,001 – 15,000<br>West: 15,001 – 20,000 |
| Undertaking Book with duplicate (Joint Model)    | 2               | 100    | 100             | 40                 | 10              | 10     | 10    | 10    | 1-2   |
| 2nd instalment Book with duplicate (Joint Model) | 1               | 100    | 100             | 30                 | 5               | 10     | 8     | 7     | n.a.  |
| 3rd instalment Book with duplicate (Joint Model) | 1               | 100    | 100             | 30                 | 5               | 10     | 8     | 7     | n.a.  |
| 4th instalment Book with duplicate (Joint Model) | 1               | 100    | 100             | 30                 | 5               | 10     | 8     | 7     | n.a.  |
| Contingent Bill Form                             |                 |        |                 | 35,000             | 13,118          | 11,397 | 4,000 | 6,485 | n.a.  |

In case of need of more registers, the same may kindly be informed to the undersigned 21 days in advance so that the same can be pre-printed and provided.

Yours faithfully,

(Sandeep Tambe)  
Special Secretary

Encl: As above

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), SE(stores)]
4. All ADC (Dev)s for onward timely distribution to the BDOs please
5. All BDOs for maintaining these formats in a timely and accurate manner