

# Government of West Bengal

Department of Municipal Affairs  
Writers' Buildings, Kolkata – 700 001

No. 25(127)/MA/C-10/3S-4/2009 Pt.

Dated, Kolkata, the 08<sup>th</sup> day of January, 2010.

From: The Joint Secretary to the  
Government of West Bengal.

To: The Mayor / Chairman,  
..... Municipal Corporation / Municipality / N.A.A.  
P.O. .... Dist. ....

Subject: **Operational Directives regarding procedures of implementation of the Scheme of Housing of the Urban Poor.**

Sir,

I am directed to enclose herewith the 'Operational Directives regarding procedures of implementation of the Scheme of Housing of the Urban Poor' as well as relevant Annexure – IA, IB, II, IIA, IIB, III, IV and format of 'Declarations and Undertakings' for information and taking necessary action in this regard.

  
Joint Secretary  
to the Government of West Bengal

No.25/1(230)/MA/C-10/3S-4/2009 Pt.

Dated, Kolkata, the 08<sup>th</sup> day of January, 2010.

Copy forwarded for information and necessary action to the :-

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700 001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata – 700 001.
3. Finance (Gr. 'R'/'N') Department of this Government.
4. District Magistrate, \_\_\_\_\_  
P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.
5. Director of Local Bodies, West Bengal, Purta Bhawan, Bidhannagar, Kolkata – 700 091.
6. Chief Engineer, Municipal Engineering Directorate, Bikash Bhawan, Bidhannagar, Kolkata – 700 091.
7. Director, State Urban Development Agency, HC Block, Sector – III, Salt Lake, Kolkata – 700 106.
8. Joint Director, Institute of Local Government & Urban Studies, ILGUS Bhawan, HC Block, Sector – III, Salt Lake, Kolkata – 700 106
9. Treasury Officer, \_\_\_\_\_ Treasury,  
P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.
10. MC/Commissioner/C.E.O./E.O., \_\_\_\_\_ M.Corp./ Municipality/ N.A.A.,  
P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.
11. Examiner of Local Accounts, West Bengal, CGO Complex, DF-Block, Sector – I, Salt Lake, Kolkata – 700 064.
12. Special Officer, JNNURM Cell of this Department.
13. District Municipal Development Officer, .....  
Office of the District Magistrate, .....  
P.O. ...., Dist. ....
14. P.S. to the Minister-in-Charge of this Department.
15. Pr.S. to the Secretary of this Department.
16. P.A. to the Special Secretary (D.M.) of this Department.
17. Sri Niladri Mallick, UDA, Cell-10 of this Department.
18. Smt. Archita Das, Computer Assistant, Cell-10 of this Department.

  
Joint Secretary  
to the Government of West Bengal

## **Operational Directives regarding procedures of implementation of the Scheme of Housing of the Urban Poor.**

### **Introduction :**

Government of West Bengal in the Department of Municipal Affairs has issued guidelines for Scheme of Housing of the Urban Poor [vide M.A Department No. 932 (127)/MA/C-10/3S dated 30.12.2009]. The operational directives are now issued in continuation of the aforesaid guidelines and in elaboration of some of the general points mentioned there.

### **Standard design for new construction :**

In pursuance of the corresponding paragraph in the parent guidelines (vide above) it is now clarified and iterated that when a new construction is to be taken up under this scheme, it is to follow the standard estimate and design which have since been developed by the Municipal Engineering Directorate under the Municipal Affairs Department, as set out in Annexure-IA & IB. It is mentioned here for abundant clarification that the standard design set out here corresponds to the standard design evolved by the Municipal Engineering Directorate for IHSDP scheme.

### **Eligibility Condition :**

The parent guidelines (vide above) refer to "other economically weaker sections". It is now clarified that in case, after giving preferences to BPL families, other economically weaker sections also get a scope to receive benefits as per this scheme, then, while defining the other economically weaker sections, authoritative definitions set out by Government of India and / Government of West Bengal will have to be depended upon. The latest guideline issued by the Housing Department of the Government of West Bengal defines the families belonging to economically weaker section (EWS) as those having monthly income upto Rs.6000/- (Six thousand only), vide its G.O No. 414(21) – H1/1M-2/2007 dt. 25.7.2009. The aforesaid G.O. (issued with the concurrence of the Finance Department) may be followed by the ULBs.

### **Implementation Procedure :**

The parent guidelines (vide above) have mentioned that ULBs would submit project proposals to SUDA with details of the proposed beneficiaries to be covered as well as nature of work to be taken up and assistance to be provided to the beneficiaries. A format for submission of the details is annexed as Annexures – II, IIA and IIB. ULBs will, inter alia, undertake to ensure that the beneficiaries are all belonging to BPL families or other economically weaker sections and they do not have any pucca house of their own. Priority will be given to such families where they have limited access to civic amenities. ULBs will also ensure that before some assistance is flown to a beneficiary, the security of tenure and / or right of the beneficiary over the land in question is firm.

### **Execution of Work :**

If the ULBs execute the works departmentally or through agencies, obviously, all usual formalities will apply. If they choose to execute the works through the community development societies, or the NGOs, then the local CDS or an NGO may act as the implementation agent of the ULB, subject to all usual formalities. In all cases, all usual tender formalities etc. will apply. The ULBs may preferably get the works executed through the beneficiaries themselves. Annexure – III gives the format for application from a beneficiary for the 2<sup>nd</sup> instalment. ULBs will supervise all the works intensively and they may seek the help and guidance of the Municipal Engineering Directorate for such supervision, if need be.

### **Specific time of completion of project :**

For upgradation / extension of existing dwelling units, the maximum admissible time period for completing work will be 6 (six) months from the date of release of fund to the ULB. As far as new constructions are concerned, the maximum admissible time period will be 12 (twelve) months from the date of release of funds to the ULB.

### **Supervision and monitoring :**

Municipal Engineering Directorate will be in charge of technical monitoring. If required, they may engage 3<sup>rd</sup> party monitoring agencies, too. The monitoring will mean physical and financial progress of implementation. ULBs will preserve video records of the schemes at the time of construction. Before release of funds in 2<sup>nd</sup> instalments, SUDA will obtain performance report from Municipal Engineering Directorate. Formats for reporting physical and financial progress is marked Annexure IV.

In addition to all instrumentalities for monitoring and supervision mentioned above, the Secretariat of the West Bengal Poverty Eradication Mission will exercise a general qualitative monitoring over the implementation of the programme and will submit their reports to the Secretary of the Department (with copy to SUDA) from time to time and this will also be construed as a 3<sup>rd</sup> party monitoring. Besides, there will be surprise visit from the State Level also.

### **Release of funds :**

The parent guidelines refer to separate accounts for this scheme. It is clarified that accounts should be opened only with nationalized banks.

Sd/-

Secretary

Municipal Affairs Department

## ESTIMATE FOR CONSTRUCTION OF UNIT DWELLING HOUSE

Total covered area - 25 sq.m.

P.W.D Schedule of Rates effect from May 2008

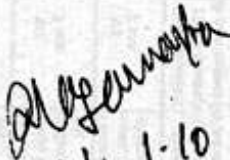
Sl. No.	Description of Item	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
1	Earthwork in excavation in foundation trenches or drains, in all sorts of soil ( including mixed soil but excluding laterite or sandstone) including removing spreading or stacking the spoils within a lead of 75 m as directed including trimming the sides of trenches, levelling, dressing and ramming the bottom, bailing out water etc. as required complete.				
	a) Depth of excavation not exceeding 1500mm .	11.00	cu.m.	41.87	460.57
2	Earth work in filling in foundation trenches or plinth with good earth in layers not exceeding 150 mm. including watering and ramming etc. layer by layer complete.( Payment to be made on the basis of measurement of finished quantity of work )				
	a) With earth obtained from excavation of foundation.	4.00	cu.m.	26.00	104.00
3	Filling in foundation or plinth by silver sand in layers not exceeding 150 mm as directed and consolidating same by thorough saturation with water ramming complex complete including the cost of supply of sand (Payment to be made on measurement of finished quantity)				
	By fine sand	2.80	cu.m.	270.00	756.00
4	Supplying & laying polythene sheet to floor work.	22.00	sq.m.	13.00	286.00
5	Cement concrete with 30mm down graded shingles excluding shuttering.				
	In ground floor. 6:3:1 proportion.	3.20	cu.m.	3195.00	10224.00
6	Brick work with 1st class bricks in cement mortar (6:1)				
	a) In foundation and plinth.	3.40	cu.m.	2436.00	8282.40
	b) In superstructure.	2.60	cu.m.	2532.00	6583.20
7	125mm thick brick work with 1st. class bricks in cement mortar (4:1).				
	a) In ground floor	57.00	sq.m.	411.00	23427.00
8	Cement Concrete with 20mm down graded stone chips excluding shuttering 1:2:4	3.70	cu.m.	3954.15	14630.36
9	Reinforcements for reinforced concrete work in all sorts of structures including distribution bars, stirrups, binders etc. including supply of rods, initial straightening and removal of loose rust (if necessary), cutting to requisite length, hooking and bending to correct shape, placing in proper position and binding with 16G black annealed wire at every inter-section, complete as per drawing and direction.				
	a) For works in foundation, basement and upto roof of ground floor.	2.50	qts	4000.00	10000.00
10	Hire & labour charge for shuttering with centering and necessary staging upto 4 m using approved stout props and thick hard wood planks of approved thickness with required bracing for concrete slabs, beams, columns, lintels curved or straight including fitting, fixing and striking out after completion of works (upto roof of ground floor)				
	25 mm to 30 mm wooden shuttering as per decision and direction of Engineer - in - Charge	23.00	sq.m.	160.00	3680.00

Sl. No.	Description of item	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
11	Plaster ( to wall, floor, ceiling etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints or roughening of concrete surface, including throating, nosing and drip course where necessary. With 6:1 cement mortar b) 15mm thick plaster i) In ground floor. With (4:1) cement mortar.	51.00	sq.m.	80.00	4080.00
12	Neat cement punning about 1.5mm thick in wall, dado, window, sills, floor, drain etc.	10.00	sq.m.	17.00	170.00
13	MS clamp for fixing door and window frame made of flat bent bar, end bifurcated, fixed in cement concrete with stone chips (4:2:1) a fitted and fixed omplete as per direction. 40mm x 6mm above 170mm upto 250 mm length.	32.00	each	15.00	480.00
14	Wood work in door and window frame fitted and fixed complete including a protective coat of painting at the contact surface of the frame Local wood	0.10	cu.m.	28583.00	2858.30
15	Z batten shutters of door and window, as per design (each panel consisting of single plank without joint) including fitting and fixing the same in position but excluding the cost of hinge and other fittings. Local wood a) In ground floor	7.27	sq.m.	1050.00	7633.50
16	Iron butt hinges of approved quality fitted and fixed with steel screws, with ISI-mark. a) 100mm x 58mm x 1.90mm b) 75mm x 47mm x 1.70mm	18.00 28.00	each each	27.00 13.00	486.00 364.00
17	Anodised aluminium Aldrop/Sliding bolts of approved quality manufactured from extruded section conforming to I.S. specification (I.S. 2681/56) fitted and fixed complete 250mm x 19mm dia bolt.	2.00	each	198.00	396.00
18	White washing including cleaning and smoothening surface thoroughly (5 parts of stone lime and 1 part of shell lime should be used in the finishing coat). Three Coats (on new works only)	114.00	sq.m.	6.90	786.60
19	Priming one coat on timber, plastered or on steel or other metal surface with synthetic enamel/oil bound primer of approved quality including smoothening surfaces by sand papering etc.	23.00	sq.m.	20.00	460.00
20	Anodised aluminium barrel/nower/socket bolt (full covered) of approved quality manufactured from extruded section conforming to IS 204/74 fitted and fixed with cadmium plated screws. a) 100mm long x 10mm dia bolt. b) 300mm long x 10mm dia bolt	14.00 6.00	each each	44.00 76.00	616.00 456.00
21	Supplying fitting fixing locking arrangement with MS chain and clamp/eyelet including labour all complete	7.00	each	40.00	280.00

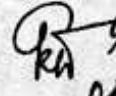
Sl. No.	Description of item	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
22	Construction of 2 circular leach pit of inside diameter 1000 mm. & a depth of 1225 mm. With a layer of 250 mm. Thick brick work with cement mortar (6:1) & honeycombed brick wall (4:1) at every alternate layer upto a height of 925 mm. From bottom and then 125 mm. thick brick wall (4:1) for a height of 300 mm. and covered with 75m. RCC slab (4:2:1) with 8mm tor steel @ 150 mm. centre to centre both ways including plastering and neat cement punning on top of the slab and making hooking arrangment on slab for lifting of the slab if require as well as jointing the connection with the inspection pit (450 x 450) covered with 50mm thick RCC slab (4:2:1) with stone chips and necessary reinforcement and connected with 100 mm dia PVC pipe laid over rammed earth and then covered the pipe properly with powder earth including supplying fitting fixing fibre glass pan P-tap & polythene pipe as per requirement to connect with the inspection pit complete with all respect as per direction of EIC.	1.00	each	LS	2500.00
<b>TOTAL</b>					<b>99999.93</b>
<b>SAY</b>					<b>100000.00</b>

Rupees One Lakh only

  
 04/01/2010  
 Sub-Assistant Engineer  
 Planning Circle, M. E. Dte.  
 Government of West Bengal

  
 04.1.10

Assistant Engineer  
 Planning Circle, M. E. Dte.  
 Government of West Bengal

  
 04/01/2010  
 Chief Engineer, M. E. Dte.  
 Deptt. of Municipal Affairs  
 Govt. of West Bengal



**SUMMARY SHEET**

**SCHEME FOR HOUSING OF URBAN POOR**

Name of ULB :

Date of submission of proposal :

**Part A : New Construction**

No. of Units :

Amount of Financial Assistance :

**Part B : Upgradation**

No. of Units :

Amount of Financial Assistance :

Total Financial Assistance required  
for Part A and Part B :

Available allocation :

\_\_\_\_\_  
**Signature of Executive Officer**

\_\_\_\_\_  
**Signature of Chairperson**

**Date:**

**Date :**

**Seal**

**Seal**

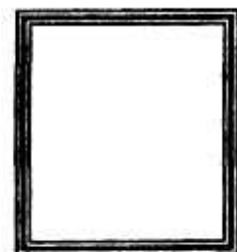
**FORMAT FOR SUBMISSION OF PROPOSALS UNDER THE SCHEME  
FOR HOUSING OF URBAN POOR**

**PART - A : CONSTRUCTION OF NEW DWELLING UNITS**

Sl. No. of Application :

- |  |   |                                   |
|--|---|-----------------------------------|
| 1. Name of ULB   | : |                                   |
| 2. Name of Beneficiary   | : |                                   |
| 3. Whether BPL or EWS  | : |                                   |
| 4. Whether SC/ST/OBC/Minority  | : |                                   |
| 5. Holding No.   | : |                                   |
| 6. Street Name   | : |                                   |
| 7. Ward No.  | : |                                   |
| 8. Slum Name and No. (where applicable)                                  | : |                                   |
| 9. Whether title of land is in favour of the Beneficiary                 | : |                                   |
| 10. Area of land in SQM  | : |                                   |
| 11. Nature of the existing Dwelling Unit                                 | : | Kaccha/ Semi-Pucca/ Thatched etc. |
| 12. Any other information  | : |                                   |
| 13. Whether Post Card Size Photograph of existing Dwelling Unit attached | : |                                   |

Stamp size colour photograph of the applicant to be pasted here



\_\_\_\_\_  
**Signature/LTI of the Applicant**

\_\_\_\_\_  
**Signature of Ward Councillor**

\_\_\_\_\_  
**Signature of Executive Officer**

\_\_\_\_\_  
**Signature of Chairperson**

**Date :**

**Seal :**

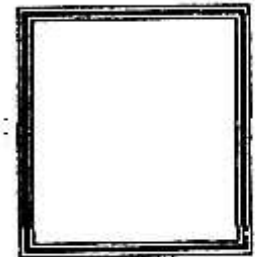
**FORMAT FOR SUBMISSION OF PROPOSALS UNDER SCHEME  
FOR HOUSING OF URBAN POOR**

**PART - B : Upgradation/Extension of existing Dwelling Units**

Sl. No. of Application :

1. Name of ULB :
2. Name of Beneficiary :
3. Whether BPL or EWS :
4. Whether SC/ST/OBC/Minority :
5. Holding No. :
6. Street Name :
7. Ward No. :
8. Slum Name and No. (where applicable) :
9. Whether title of land is in favour of the Beneficiary :
10. Area of land IN sqm :
11. Nature of Upgradation proposed : Major Repair/Renovation/Extension etc.
12. Estimated Cost of Upgradation :  
(Estimate vetted by SAE of the ULB and Countersigned by E.O. to be attached)
13. Whether Post Card Size Photograph of existing Dwelling Unit attached :

Stamp size colour photograph of the applicant to be pasted here :



\_\_\_\_\_  
Signature/LTI of the Applicant

\_\_\_\_\_  
Signature of Ward Councillor

\_\_\_\_\_  
Signature of Executive Officer

\_\_\_\_\_  
Signature of Chairperson

Date :

Seal :

**Application Form for Release of Second Instalment of Fund for Construction of New Dwelling Units / Upgradation of Existing Dwelling Unit under the Scheme of Housing of Urban Poor.**

To  
The Mayor/Chairperson

.....Municipal Corporation/Municipality/NAA

Sir/Madam,

I have received an amount of Rs.....(Rupees only ) as First instalment for construction/upgradation of my dwelling unit located at

....., Ward No. ....

The said amount has since been utilised by me in full for the purpose for which it was sanctioned. I now request you kindly to release an amount of Rs.....(Rupees only ) towards Second instalment for the aforesaid purpose.

Date :

Address :

\_\_\_\_\_  
Signature of the applicant

Full name :

**Certificate to be issued by the Municipal Engineer for release of Second Instalment.**

This is to certify that I have inspected the construction and verified that execution has been done following approved drawing, estimate and specifications and that the aforesaid amount of Rs. .... (Rupees only ) has been fully utilised by the Beneficiary.

Release of Second instalment is recommended.

\_\_\_\_\_  
Signature of Municipal SAE/AE

Date :

**Monthly Report of Progress of Implementation of  
HOUSING OF URBAN POOR**

(To be received in SUDA by the 7<sup>th</sup> of the following Month)

As on: .....

**Name of Town** :

**Approved Project Cost** :

a) New Dwelling Units :

b) Upgradation of Dwelling Units :

**New Dwelling Units**

No. of Sanctioned Units :

Execution of works through : Agencies/ Beneficiaries/ Departmentally

No. for which land tenure is clear :

No. for which Tender invited :

No. for which Work Order issued :

Physical progress :

P.L.	L.L.	Up to Roof Casting	Fully Completed	Total

Expenditure Incurred :

**Upgradation of Dwelling Units** :

No. of Sanctioned Units :

Execution of works through : Agencies/ Beneficiaries/ Departmentally

No. for which Tender invited :

No. for which Work Order issued :

Expenditure Incurred :

**Total Amount Received from SUDA :**

**Total Expenditure Incurred :**

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**Signature of EO/ FO/ Municipal Engineer  
With Date & Seal**

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**Signature of the Mayor/ Chairperson  
With Date & Seal**

## **SCHEME FOR HOUSING OF URBAN POOR DECLARATIONS AND UNDERTAKINGS**

1. It is confirmed that the title of lands of the Beneficiaries both under construction of new Dwelling Units and upgradation of the existing Dwelling Units is in favour of the Beneficiaries as verified from relevant documents.
2. Certified that the economic status of the Beneficiaries as stated in the applications (BPL or EWS) have been verified from appropriate documents and has been found to be correct.
3. Certified that the Beneficiaries proposed both for new construction and upgradation were not allotted Dwelling Units under any other Housing Scheme including VAMBAY/BSUP/IHSDP.
4. **It is undertaken that for incomplete construction of new Dwelling Units and incomplete upgradation works the infructuous expenditure incurred shall be borne by the Municipality from its own resources.**

**Signature of E.O.  
with Seal**

**Signature of Chairperson  
with Seal**

**Date:**