

Government of West Bengal

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

No. 932(127)/MA/C-10/3S-4/2009 Pt.

Dated, Kolkata, the 30th day of December, 2009.

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

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

Subject: **Guidelines for Scheme of Housing of the Urban Poor**

Sir,

I am directed to enclose the 'Guidelines for Scheme of Housing of the Urban Poor' for information and taking necessary action in this regard.



Special Secretary
to the Government of West Bengal

No. 932/1(230)/MA/C-10/3S-4/2009 Pt.

Dated, Kolkata, the 30th day of December, 2009.

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 Mullick, UDA, Cell-10 of this Department.
18. Smt. Archita Das, Computer Assistant, Cell-10 of this Department.



Special Secretary
to the Government of West Bengal

30/12/09

Government of West Bengal

Department of Municipal Affairs

Writers' Buildings, Kolkata - 700 001

Guidelines for Scheme of Housing of the Urban Poor

Introduction :

The Government of West Bengal has decided to launch a scheme for housing the urban poor with the objectives to increase the housing stock for, and to provide affordable housing to, as well as to upgrade the existing houses of, the poorer sections of the society.

Objective :

The objective of the scheme is to provide financial support to the urban poor for construction of new dwelling units as well as for upgradation / extension of existing dwelling units.

Institutional Arrangement :

The scheme will be implemented through the urban local bodies concerned. The Municipal Affairs Department in the State Government will be the Nodal Department for the purpose. The schemes may be implemented also through Development Authorities / Engineering Directorates. However, at the cutting edge level, the beneficiary should preferably be the implementor.

Target Group :

For upgradation / improvement of the existing dwelling units as well as for construction of new dwelling units, the target group will be the urban poor. Preference will be given to women-headed households and disabled families. The coverage of SC / ST and minority segments shall be at least in the same proportion as the percentage of SC / ST and minority population in the ULBs concerned.

Selection of Beneficiaries :

The municipality will invite applications from eligible categories of the population by giving wide publicity locally. Selection will be made by the Board of Councillors within the available allocation for the municipality, in a transparent manner and with fullest public disclosure of beneficiaries' names, addresses and particulars as well as the detailed descriptions of the schemes. Councillors and Ward Committees in respective wards may propose the names of the beneficiaries on receipt of recommendations of Area Sabhas.

Nature of Work :

1. Construction of new dwelling units.
2. Upgradation / extension of existing dwelling units.

Scope of Work :

The scope of work in upgradation / extension of existing dwelling units may include assistance to be rendered towards payment of fees / charges for electricity, water, drainage and sewerage connections. The scope will also include construction of toilets.

For construction of new dwelling units the built-up area shall not be less than 25 sq.m. There should be minimum two rooms, a kitchen and a toilet.

The urban local body concerned may also develop multi-storied co-operative housing units on existing municipal land or land procured for the purpose by pooling together the admissible unit costs of multiple beneficiaries.

Admissible Financial Assistance :

Nature of Work

Maximum admissible financial assistance

1. Construction of new dwelling units

Rs. 1,00,000/-

The beneficiary may contribute as labour and /or other materials inputs. The beneficiary may also avail himself of institutional finance that may be available under the scheme of interest subsidy for Housing the Urban Poor.

2. Upgradation/extension of existing dwelling units

Rs. 60,000/-

In addition the beneficiary may contribute his labour (other material inputs).

Standard of Design for New Construction :

When a new construction is to be taken up under this scheme it is to follow the standard design to be developed by the Municipal Affairs Department as much as possible, for which a separate Departmental communication will follow.

Eligibility Condition :

BPL families will be given preference and other economically weaker sections may also be considered. If a family has already received a house and/or financial assistance for housing under this or other similar schemes funded by Government, then it will not be eligible to get financial assistance under this scheme.

Implementation Procedure :

The urban local body concerned will be the field-level implementing agency. The State Urban Development Agency shall be the nodal agency. The ULBs shall be communicated the tentative allocation under the scheme for them within which they may take up improvement / upgradation of existing housing units as well as construction of new houses depending upon the local requirements. The ULB shall then submit a project proposal to the SUDA. The project proposal shall contain details of the proposed beneficiaries being covered as well as nature of work to be taken up and assistance to be provided to the beneficiaries. ULBs that come up with proposals first may receive priority in allotment.

Execution of Work :

The Urban Local Bodies may execute the works departmentally, through agencies or through the Community Development Societies or N.G.O.s. The ULBs may also get the works executed through the beneficiaries. Execution by beneficiaries will be preferred and in such cases, payments may be made to

beneficiaries in two instalments. The second instalment would be given on appropriate examination of physical progress.

Specific Time of Completion of Project :

Each implementing agency shall be informed of the specific period within which a project is to be completed.

Supervision and Monitoring :

Supervision and Monitoring Committee at each level will be set up to monitor physical and financial progress of the proposal of implementation. Suitable formats for reporting for physical and financial progress are also being developed. Separate communications will follow in this regard.

Release of Fund :

The Urban Local Body shall open a separate account for this scheme and the funds released by SUDA (the State Level Nodal Agency) shall be credited to the said account. The SUDA shall release 50% of the admissible government share on approval of their project. Further instalment will be released on utilization of 70% of the available funds.

Municipal Affairs Department shall indicate the numbers of the beneficiaries and the tentative allocations in due course of time.

This has concurrence of the Finance Department vide its Gr. 'R' U.O. No. 98 dated 22.12.2009.

Sd/-
Secretary
to the Government of West Bengal
Municipal Affairs Department.