

Circular- I

Sub:- PMAY – UHM- Institutional arrangements in respect of Implementation of PMAY- Instruction issued- Reg.

Ref:- G.O No 2953/2015/LSGD dated 29.09.2015.

As all are well aware, the Govt. of India has launched Pradhan Manthri Awas Yojana (Urban), with a mission of Housing For All (HFA), subsuming all earlier Housing scheme in Urban area.

The Govt. of Kerala has appointed the Urban Housing Mission (UHM) as the State Level Nodal Agency (SLNA), for the implementation of Housing For All (HFA), in the State vide ref.(1). Further the Ministry has selected certain cities, in the state for the implementation of the PMAY, in the 1st phase. Since, the program has to be operational in a time bond manner, the SLNA is of the view that certain State level instruction is necessary. Accordingly the following instruction are issued for strict compliance, for the implementation of the program.

I. Executive Committee:-

The implementation and monitoring of the project at the city level, shall be the responsibility of the ULB, which includes conducting demand survey, Selection of beneficiary under different components of PMAY, preparation of Housing For All Plan of Action (HFAPoA), implementation of the scheme, monitoring and reporting etc. Since it involves, grass root level sensitization for the formulation of policy at the ULB level, the SLNA feels that, there shall be constituted a dedicated team, to conceive and guide the ULB in various process of the implementation of PMAY. Accordingly, direction is hereby issued to constitute an Executive Committee (EC) at ULB level, for the efficient and effective implementation of the program.

Constitution of Executive Committee

- 1) Municipal Chairman/ Corporation Mayor – Chairman
- 2) Municipal Vice Chairman/ Corporation Deputy Mayor – Vice Chairman
- 3) Standing Committee Chairman for Public Works – Member
- 4) Standing Committee Chairman for Welfare - Member
- 5) Municipal Secretary /Corporation Secretary– Member Convenor

- 6) Municipal Engineer- Member
- 7) Head of the Health section – Member
- 8) Additional Secretary – Member (in the case of Corporation, where the Additional Secretary is the CPO of PMAY)
- 9) Members of the CLTC - Invitee

Functions of Executive Committee

- 1) Sensitization at the grassroot level at ULB level
- 2) Preparation of list of potential beneficiary at the ward level.
- 3) Conduct of demand survey
- 4) Selection of beneficiary, under four verticals of PMAY.
- 5) Preparation of Annual Implementation Plan.
- 6) Preparation of Housing For All Plan of Action(HFAPoA)
- 7) Implementation of HFAPoA
- 8) Monitoring and reporting of implementation of HFAPoA
- 9) Function as a grievance redressal body.

The power and function of the Executive Committee is not supreme or final, but subject to the guidance and decision of the council. However, the council is responsible for finalization of Housing For All Plan of Action, in accordance with the instructions contained in the guideline issued by the Ministry and SLNA, in this regard.

At the initial stage of the implementation of the program viz, conducting survey, finalization of the plan etc, the Executive Committee shall convene at least once in a week. The Member convenor shall prepare the agenda, in consultation with the Chairman. There shall be a minutes book, to record the minutes and decision of the Executive Committee. The 1st agenda of the Executive Committee shall be the action taken on the earlier decisions of the committee. The Secretary shall place all instruction/and information from the SLNA/Govt./Ministry in the committee, for information or for compliance/execution. Major policy decision of the committee shall be placed in the council for further necessary action.

II. City Programme Officer (PMAY)

Since the actual implementation of the program is happening at the ULB level, the SLNA is of the view that, there shall be an implementing officer at ULB level, having control over the establishment of ULB. Accordingly, the Secretary of the ULB is hereby designated as the City Programme Officer of PMAY (CPO). In the Municipal Corporation level, the council has the discretion to appoint either the Secretary or the Additional Secretary as the CPO. The role and responsibility of CPO is as follows:

- 1) To implement all the decisions of the EC and the council.
- 2) To implement the instruction/ direction issued by SLNA/Govt./Ministry, timely and efficiently.
- 3) Responsible for the implementation of the program at the ULB level and the liabilities there on.
- 4) Nodal Officer for reporting and monitoring of the program, as far as the state and SLNA is concerned.
- 5) Custodian of the fund and documents at the ULB level.

III. Management of fund

Since, it involves huge flow of fund from the SLNA to ULB and ULB to the beneficiaries, the SLNA is of the view that, there shall be separate and exclusive account for PMAY in all ULBs. This will be beneficial for accounting/auditing/monitoring of the PMAY scheme. The account shall be in the name of the Secretary and it shall be opened in a scheduled/Nationalized bank having office in the territorial jurisdiction of ULB.

There shall be separate register for recording all transaction (inflow and out flow) of fund. The disbursement of financial assistance to the beneficiary shall only be through bank account. Any kind of diversion, mismanagement, misappropriation of fund etc noticed in future, the primary liability shall be on the Secretary. If the council at the Municipal Corporation appoint the Additional Secretary as the CPO (PMAY) then Additional Secretary shall be the fund manager, which includes opening of account, disbursement of financial assistance to the beneficiary etc.

IV. Capacitating the ULBs

The aim of the ministry is to achieve the goal of Housing For All by 2022, which falls on the 75th anniversary of Independence of our country and hence, the program will be implemented in a Mission mode. Since it is a Mission program, it needs professional approach and adequate and qualified manpower at the ULB level. In order to materialize the aforesaid objectives, the SLNA shall provide quality human resource at the disposal of ULB viz, City Mission Manager which may vary from 1 to 4, depending upon the population of the city. The ULB is free to utilize the resource, for the effective and efficient implementation of the program. The City Mission Managers, will provide adequate and quality input to the ULB, for the formulation/ implementation/monitoring/reporting of the scheme.

The ULB shall provide adequate and sufficient infrastructure both physical as well as social, so as to exploit his/her potential in its maximum, for the effective and successful implementation of the program.

For the effective implementation of the scheme, the Secretary shall assign the file works in respect of PMAY to a competent clerk (if possible exclusively) and a Superintendent, so as to co-ordinate the file works with in the ULB.

V. Role of Kudumbashree

Even if the immediate and measurable goal of the Ministry is to make the cities homeless free Urban people, the ultimate goal of the mission is to alleviate the content of poverty in the Urban areas and hence, there is every chance to have convergence with the objectives of Kudumbashree. Hence, the ULB shall design the modus operandi in such a way that the Kudumbashree workers at various level have enough space to intervene.

- 1) Sensitization of program among the Urban poor.
- 2) Mobilization of beneficiary contribution.
- 3) Preparation of list of potential beneficiaries, at the ward level.
- 4) Actual conduct of demand survey.
- 5) Preparation of beneficiary list and HFAPoA.
- 6) Monitoring and reporting of the scheme at the ward level to the ULB.

VI. General

Since, this program target the homeless families in the ULB, the main criteria for selection of the beneficiary is the status of homeless. The homeless coupled with landless can be accommodated in Affordable housing scheme/credit linked subsidy and in- situ development, in the case families living in slum.

The ULB shall take all efforts so as to:

- 1) Mobilize the people living in the qualified slum so that the people are ready to accept the buildings (may be vertical) being constructed by the entrepreneurs, identified by the ULB.
- 2) Mobilize or encourage entrepreneurs, to construct housing units with at least 35% units affordable to the economically weaker section (EWS).
- 3) Mobilize the qualified urban poor families, being the beneficiaries of the scheme and ensure that no unqualified person shall find place in the beneficiary list.
- 4) Ensure that all the beneficiaries under individual led construction shall complete the construction, with in the stipulated time.

- 5) If a beneficiary fails to complete the construction due to his incapacitation in time or later, the ULB shall arrange means to mobilize adequate resources, both man and material to complete the construction.

Since the scheme is arranged in a mission mode with a concrete time frame, the ULBs are directed to adhere to the instructions laid down supra, for the effective implementation of PMAY.

Sd/-
Member Secretary
Urban Housing Mission

To,

1. The Municipal Chairman/Corporation Mayor
2. The Secretaries of all municipalities/Corporations

Copy to,

1. The Director, Dept. of Urban Affairs/(with C/L)
2. The Regional Joint Director, Dept. of Urban Affairs (with C/L)
3. The DMC of all districts.

Approved for Issue

Director (UHM)