

## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-17/2016/256

তারিখ 11.02.2016

**Sub: Procedure of implementation of projects under PMAY – HFA (U) in the Urban Local Bodies of the State**

The Government of India in the Ministry of Housing and Urban Poverty Alleviation has been sanctioning projects to be implemented in individual ULBs based on Annual Implementation Plan of the said ULBs incorporated in the DPR. The projects prepared by the ULBs and approved by Government of India may pertain to one of the four options for implementation viz. slum redevelopment in PPP mode, Affordable Housing in Partnership (AHIP), Credit Linked Subsidy Scheme (CLSS) and Beneficiary Led Construction (BLC).

The Operational Guidelines laid down in the present Order pertains to implementation of projects under Beneficiary Led Construction mode. The projects under BLC mode include construction of Dwelling Units (in-situ) and Infrastructure Development works.

Now, so far as construction of in-situ Dwelling Units are concerned the following procedure shall be followed:

- (1) The State Urban Development Agency (SUDA) has been designated as State Level Nodal Agency (SLNA). Fund received from Government of India as well as Matching State share and Additional State Assistance shall be placed by the M.A. Department to SUDA.
- (2) SUDA shall place funds to the ULBs where schemes are sanctioned for their execution. The ULBs shall open a Bank Account exclusively for the programme and keep the fund received from SUDA in the said Account only.
- (3) It is imperative that Beneficiary Led Construction is to be done by beneficiary himself/herself by procurement of materials and labour and for this purpose beneficiary shall open a Bank Account in a Bank among the list of the Banks as per Order of Finance Department vide no. 9668-F(Y) dated 30.11.2012 exclusively for the programme and keep his/her own contribution in the Bank Account as well as

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ক্রমিক নং ..... fund received from the Urban Local Body. The ULB shall facilitate the opening of Bank Account by the Beneficiary.

- (4) The Beneficiary should submit an undertaking in prescribed format (Annexure-A) stating that he/she intends to construct the dwelling units himself/herself and that he/she undertakes to complete the work within the schedule timeframe and as per the approved drawing and specification.
- (5) The Beneficiary should deposit his/her due contribution in the aforesaid Account in one or more instalments (not more than 3 instalments) and initially a minimum of 40% of Beneficiary Contribution.
- (6) The Municipality will confirm the deposit of Beneficiaries share and will thereafter deposit both the Central share and the State share which will be released to the Municipality from State Urban Development Agency in the dedicated Bank Account of the Beneficiary.
- (7) The Beneficiary should be provided with a plan of the proposed Dwelling Unit. If the design of the unit is different from the model plan prepared by M.E. Directorate due to non-availability of proper shape of land, a site specific drawing prepared by the Municipal Engineer in consultation with concerned Executive Engineer of Municipal Engineering Directorate should be provided to the Beneficiary.
- (8) The Beneficiary may start the construction using his / her own funds or any other fund. Government of India funds / State Assistance will be released in proportion to the stage of construction by individual beneficiary. In terms of Para 7.7 of the Scheme Guidelines the last installment of Rs. 30,000/- (i.e., 20% of GoI Assistance) should be released only after completion of the house.
- (9) To start the construction, the concerned Engineers / Technical staff of the Municipality shall ensure to provide the layout of the Dwelling Unit.
- (10) During construction stage of the Dwelling Unit the Beneficiary may call for assistance from the Field Level Technical Officer / Engineers of the Municipality at important stages of construction like foundation / casting of roof etc.

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- ক্রমিক নং ..... (11) The Field Level Officers / Engineers of the Municipality shall make periodic inspections to ensure quality of work and adherence to design specifications..... and reinforcement of the beams, lintels and the roof slab should be checked and verified by the Field Level Technical Officers / Engineers of the ULB.
- (12) The maximum time to be allowed for completion of the Dwelling Unit should not be more than 120 (one hundred and twenty) days.
- (13) The Municipality should submit claim for 2nd / subsequent instalment of Central and State shares after utilization of 70% or more utilization of the previous/cumulative release of Central and State funds. The Utilization Certificate (UC) in format GFR19A should be signed by the Chairperson, the Municipal Engineer, the Executive Officer and the Finance Officer/AFC/Accountant of the Municipality.
- (14) Simultaneously, the claim of 2nd / subsequent instalments should be accompanied by a Certificate from the concerned Executive Engineer of ME Directorate to the effect that atleast 15% of the Dwelling Units under construction have been inspected and quality of work and adherence to specifications have been ensured and the expenditure reported authenticated. However, in exigent and special circumstances M.E.Dte. may be required to inspect higher percentage of Housing Units as may be decided by the State Govt. / SLNA.
- (15) After completion of the work, the Beneficiary should submit a completion certificate in the prescribed format (Annexure-B) to the effect that the funds placed at his/ her disposal by the Municipality along with his / her own contribution has been utilized in full and that the Unit has been completed in all respect. This certificate shall be countersigned by the Chairman of the Municipality / Commissioner or Joint / Deputy Commissioner of Municipal Corporation and qualified Technical Field Level Officers / Engineers of the Municipality after proper field verification.
- (16) The Municipality should arrange to take a photograph of the existing building (kachha or semi pucca as the case may be) before release of fund and also a

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photograph after the construction is completed and will send it in soft format while claiming final instalment.

- (17) State Government / SLNA will draw up quality monitoring and assurance plans involving Third Parties in due course. Such plan will include visits by Third Party Agencies to the project site and to advise State / SLNA / ULB on quality related issues. On the basis of quality assurance report by such Agencies and also reports of concerned Executive Engineer of M.E.Dte. or own technical staff of ULB, ULB / Beneficiary concerned should take both preventive and curative measures to ensure that standard quality house and infrastructures are constructed under the Programme. In case the Beneficiary does not complete the Dwelling Unit within the timeframe, a strong vigilance and supervision from the ULB should be ensured. Infructuous expenditure, if any, on the incomplete building shall have to be borne by the Municipality from its own resources.
- (18) The ULB / Beneficiary should abide by the provision of Scheme Guidelines and any further instructions to be issued by Government of India / State Govt. from time to time.

So far as execution of works under Infrastructure Development is concerned, the implementing ULBs may follow the Guidelines of implementation of IHSDP programme under JnNURM laid down by the Municipal Affairs Department vide G.O. 323/MA/C-10/O/3S-23/2007 dated 28.03.2007.

This Order issues with the approval of Municipal Affairs Department, Govt. of West Bengal.

*WJ* 11/2/2016  
 Director, SUDA

and  
 State Mission Director, PMAY-HFA(U)

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To  
The Commissioner/ Chairperson,

Municipal Corporations / Municipality / Notified Area Authority

**Sub: Undertaking for Construction of Dwelling Houses by the Beneficiaries under PMAY – HFA (U)**

Madam / Sir

I am to inform you that I intend to construct a Dwelling House of carpet area of 25 sqm. myself on a plot of land measuring \_\_\_\_\_ sqm. under sole ownership of myself / spouse Shri / Sm. \_\_\_\_\_ at Holding / Plot no. \_\_\_\_\_ in Ward no. \_\_\_\_\_ under \_\_\_\_\_ Municipal Corporation / Municipality/N.A.A. I am willing to receive the Central and State shares for the purpose of construction of the Dwelling Unit from \_\_\_\_\_ Municipal Corporation / Municipality.

Photograph of  
the holding  
before  
Construction  
of Dwelling  
House

In this connection I furnish below the following undertakings:

- 1) That the land proposed to construct the Dwelling Unit is **litigation free land**
- 2) That I have **right-ful ownership of Land and the land is free from any encumbrances**
- 3) That **my wife** will be a **co-sharer** of the said Dwelling Unit (for male beneficiary only)
- 4) That I have deposited Rs. 25,000/- / Rs. 35,000/- as beneficiary share in instalments (mention no. of instalments) in my dedicated Bank Account for PMAY-HFA(U) and the bank details are as follows:

Dedicated Bank A/c Number

Bank Name

Branch Name

IFS Code

- 5) That I will complete the construction work within the scheduled timeframe as specified by ULB and as per the approved drawing and specification.
- 6) That after completion of the Dwelling Unit I will submit a Completion Certificate in prescribed format in Annexure-B.
- 7) That I shall abide by the provision of Scheme Guidelines and any further instructions to be issued by Government of India / State Government from time to time.
- 8) That I shall complete the Dwelling Unit within the stipulated timeframe with Central and State Assistances along within my Share failing which I shall be compelled to return the entire Central and State Assistances to the Government along with interest with prevailing rate of interest.

Kindly allow me to construct the Dwelling Unit.

Date:

Signature / Left Thumb Impression of the Applicant

**FOR OFFICIAL USE**

**Verification by Municipal Authority.**

The above information are true and the case is recommended for construction of Dwelling Unit under PMAY – HFA(U) by the above Beneficiary. Certified that the applicant has clear title of the land and that his/her contribution in part / full has been deposited. his/her prayer is granted.

Signature of Nodal Officer/ Engineer-in-  
Charge of PMAY-HFA (U)  
with date and seal

Signature of Executive Officer  
with date and seal

Signature of Municipal Commissioner/  
Chairperson  
with date and seal

**Annexure-B**

**Certificate of completion of Dwelling Units constructed through Beneficiaries under  
PMAY-HFA(U)**

Certified that

- The amount credited in my A/C No. \_\_\_\_\_ in \_\_\_\_\_ Branch of \_\_\_\_\_ Bank by \_\_\_\_\_ Municipal Corporation / Municipality for construction of Dwelling Unit in holding No. \_\_\_\_\_ Road \_\_\_\_\_ Slum No. \_\_\_\_\_ Slum Name \_\_\_\_\_ Ward No. \_\_\_\_\_ / along with my contribution of Rs. \_\_\_\_\_ has been fully utilized for the purpose for which these amounts were paid.
- The Dwelling Unit has been completed in all respect as per the prescribed drawing and conforming to the specifications laid down and following the Operational Guidelines laid down in Order No. SUDA-17/2016/250 dated 11.02.2016 by State Urban Development Agency.
- A photograph of the completed Dwelling Unit is furnished below.

Photograph of  
completed Dwelling Unit

Signature of Beneficiary

Signature of Municipal Engineer

Signature of Commissioner/Chairperson

\_\_\_\_\_  
Municipal Corporation/Municipality