

Rural Housing (RH) / Indira Awaas Yojana (IAY)

I. Objective / purpose

To implement Indira Awaas Yojana to primarily help in construction/upgradation of dwelling units of members of Scheduled Castes/Scheduled Tribes, freed bonded labours, minorities in the below poverty line category and other below poverty line non- Sc/ST rural households by providing them a lump sum financial assistance .

Vision

Ensure adequate and affordable housing for all & facilitate development of sustainable & inclusive habitats in rural areas by expanding Government support, promoting community participation, self-help and public-private partnership within the framework of Panchayati Raj.

Mission

- To set up systems to facilitate and maintain a sustained growth of the housing stock to ensure adequate and affordable housing for all
- To create within the timeframe of the 12th Five Year Plan, adequate and affordable rural housing stock that would cater to the rural housing shortage to the extent of existing kutcha houses
- To provide homestead plots for the poorest and the vulnerable who do not have agricultural land or house sites
- To promote adequate flow of grant from Government to support housing for the poorest and the vulnerable
- To promote larger flow of funds from Governmental and private sources for fulfilling housing & infrastructure needs
- To address the special needs of marginal and weaker sections of the society such as SCs/STs/Women etc
- To develop planned rural habitats with an assembly of basic services and livelihood infrastructure that provide for dignified living
- To develop, promote and transfer use of appropriate, environment-friendly, energy-efficient and disaster-resistant technology
- To develop required technical and managerial capacity of delivery agents including upgradation of construction skills
- To strengthen functioning of Panchayati Raj Institutions (PRIs) and encourage partnership among civil society, public and private sectors

Brief history

The genesis of the **Indira Awaas Yojana (IAY)** can be traced to the programmes of rural employment, which began in the early 1980s. Construction of houses was one of the major activities under the National Rural Employment Programme (NREP), which began in 1980, and the Rural Landless Employment Guarantee Programme (RLEGP), which began in 1983. There was, however, no uniform policy for rural housing in the States. As per announcement made by the Government of India in June 1985, a part of the RLEGP fund was earmarked for the construction of houses for

SCs/STs and freed bonded labourers. As a result, Indira Awaas Yojana (IAY) was launched during 1985-86 as a sub-scheme of RLEGP. IAY, thereafter, continued as a sub-scheme of Jawahar Rozgar Yojana (JRY) since its launching in April, 1989. 6% of the total JRY funds were allocated for implementation of IAY. From the year 1993-94, the scope of IAY was extended to cover below the poverty line Non-Scheduled Castes/ Scheduled Tribes families in the rural areas. Simultaneously, the allocation of funds for implementing the scheme was raised from 6% to 10% of the total resources available under JRY at the national level, subject to the condition that the benefits to Non-Scheduled Castes/ Scheduled Tribes poor should not exceed 4% of the total JRY allocation. IAY was de-linked from JRY and made an independent scheme with effect from 1st January 1996.

Duties

Dealing with all issues related to Rural housing policy and all matters germane and incidental, in so far as it relates to rural areas.

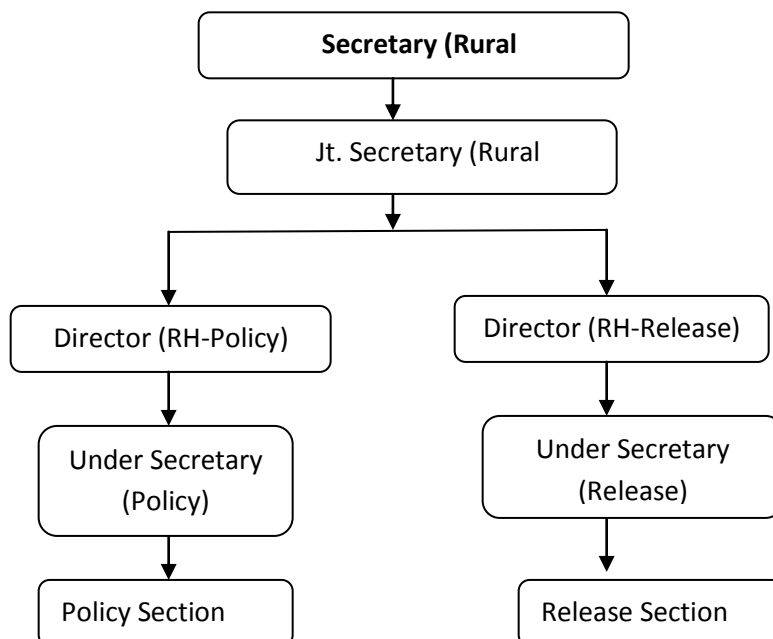
Main activities / functions

- Formulation of policy guidelines,
- Release of funds under IAY and Homestead Scheme
- Monitoring and evaluation

List of services being provided

- Allotment of Physical/Financial Target
- Allocation of funds
- Release of funds
- Monitoring and Review of implementation of the Scheme
- Organising training programmes for functionaries involved in the implementation of the Scheme

Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc.



Expectation from the public for enhancing its effectiveness and efficiency

To provide feedback on the implementation of the Scheme and to highlight any irregularities

Arrangements and methods made for seeking public participation / contribution

Stakeholders are consulted through workshops, conferences and written communication and interaction during field visits by the officers of the Ministry.

Mechanism available for monitoring the services delivery and public grievance resolution

- Performance reviewed through Monthly Performance Reports & other Reports received from district authorities/ state Govts.
- Performance reviewed in regular meetings with Secretaries, Project Directors, Nodal Officers & Coordinating Officers of the States
- Field visits by Senior Officers of the Ministry
- Third party field inspections carried out by National Level Monitors (NLMs)
- Through AWASSOFT, a web enabled online IAY Management Information System (MIS)

Grievance Redress Mechanisms

CPGRAMS

The citizen can lodge grievance online through the link available at <http://pgportal.gov.in>.

AWAASSoft

Citizens can lodge their complaints in the website www.iay.nic.in in Awwassoft. (The system is in the process of becoming operational will be accessible to all Stakeholders including the beneficiaries).

By post / submission at the Ministry's facilitation Counter

Grievances can also be sent by post at the above noted address or submitted at the Facilitation Counter of the Ministry located at Krishi Bhawan .

II. Please provide details of the powers and duties of officers and employees

Work assigned among officers and staff in the Rural Housing Division

**Shri Sanjay Kumar Rakesh,
Joint Secretary, Rural Housing**

**Smt. Sunita H Khurana,
Director (RH-I)**

RELEASE OF FUNDS UNDER THE SCHEME

Name of Officer	Work assigned (Office order No.K-11013/2/2009-RH dated 13 th Oct. 2009)
Shri S.S. Mehar, Under Secretary Shri J.M.Singh, Accounts Officer Shri Dharam Singh, Economic Officer	Budget and Release of funds CAG & Audit paras MPR/Monitoring /AWAASSOFT Allocation of funds to States/Districts Brief Notes/Status Notes for Area Officers and visit of Senior Officers etc Material for monthly DO summary>Returns/Implementation of 15 point Programme for welfare of minorities Correspondence related to LWE districts

Shri A. K. Sood,
Director (RH-II)
POLICY MATTERS

Name of Officer	Work assigned (Office order No.K-11013/2/2009-RH dated 13 th Oct. 2009)
Ms. Alice Tete, Under Secretary Shri Ishwar Sharan, Section Officer Shri P.S.Dalodiya, Research Officer Shri Neeraj Srivastava, Economic Officer	All Policy matters Other administrative/miscellaneous matters Convergence with other Schemes, organizing meetings, seminars Examination of area officers report/NLM reports and follow up action RFD/Vision Plan/ Citizens' Charter/Strategic Plan/Bharat Nirman/DMU Training & Resercah/Evaluation Studies on RH Complaints

Note: RTI applications, VIP references and Parliament Questions will be handled by Directors whose work they substantially relate to.

Sl. No.	Name and designation of Officers	Work Assigned
1	Smt Vijender Kaur, Assistant (RH)	<ul style="list-style-type: none"> - Policy Matters - Parliament Questions on RH - Parliament Assurances / Parliament matters - Rule 377 / Special Mention in LS/RS - Standard notes on RH - Inter-ministerial correspondence on RH including bilateral issues, Cabinet Notes etc. - Annual Report /Plan/ - President / PM Speech

		<ul style="list-style-type: none"> - Matters relating to IEC - Material for monthly D.O. to Cab. Secretary - Material for Annual Report - Matters relating to Dalit Affairs - Matters relating to LWE affected districts/ border areas - Requests for sanction of addl. funds under IAY - Modification of IAY Guidelines
2	Vacant	<ul style="list-style-type: none"> - Releases to DRDAs under IAY to all UTs, Goa, Gujarat, Kerala, Rajasthan, Pondichery & Pubjab. - Analysis of Proposals / ARs / UCs etc. - Analysis of Proposals of States / DRDAs for ACA for natural calamities under 5% allocation of IAY - VIP references of the States concerned.
3	Shri Inder Jeet Deswal, UDC	<ul style="list-style-type: none"> - Releases to DRDAs under IAY to Bihar, MP, Orissa, and Karnataka and Andhra Pradesh. - Analysis of Proposals / ARs / UCs etc. - Analysis of proposals of States / DRDAs for ACA for natural calamities under 5% allocation of IAY - VIP References of the States concerned.
4	Ms. Rajni Pushkarna, Assisntnt	<ul style="list-style-type: none"> - Releases to DRDAs under IAY to HP, J&K, Maharashtra, Tamil Nadu and UP. - Analysis of proposal / ARs / UCs etc. - Analysis of proposals of States / DRDAs for ACA for natural calamities under 5% allocation of IAY - VIP references of the States concerned.
5	Shri Sonu Kumar, Outsourced	<ul style="list-style-type: none"> - All matters relating to Budget (internal) of RH - C&AG Reports - Audit Paras and related matters - Releases to DRDAs under IAY to all

		<p>NE States.</p> <ul style="list-style-type: none"> - Analysis of proposal / ARs / UCs etc. - Analysis of proposals of States / DRDAs for ACA for natural calamities under 5% allocation of IAY - VIP references of the States concerned.
6	Beene Kale, UDC	<ul style="list-style-type: none"> - Schemes of RBC - HRD/HSMI training for RH - Research / Evaluation studies on RH - Examination of Area Officers' Reports - Matters relating to Standing Committee
7	Priyanka, YP	<ul style="list-style-type: none"> - Releases to DRDAs under IAY to West Bengal, Chhattisgarh & Uttaranchal - Analysis of proposal / ARs / UCs etc. - Analysis of proposals of States / DRDAs for ACA for natural calamities under 5% allocation of IAY - VIP references of the States concerned.
8	Vacant	<ul style="list-style-type: none"> - Releases under Innovative Stream of RH - Complaints & NLM reports - RTI matters - PRC/PDs conference related matters - Court cases - Other misc. matters
9	Shri Prakash Parmar, YP	<ul style="list-style-type: none"> - RTI - Complaints - Material for Planning Commission - Scheme to incentivise States to provide Homestead plots - NLM Report - Material for Nodal Officers' meetings - CBRI study related matters - Convergence of CSS related matters - Annual Action Plan related work.
10	Ms.Priyanka, YP	<ul style="list-style-type: none"> - Assisting in scrutiny of proposals/ARs/UCs etc. - Misc. work relating to release of

		grants-in-aid.
11	Shri Surjee Rawat, UDC	<ul style="list-style-type: none"> - Dairy & Dispatch work - Preparation of sets of release orders - Misc. work
12.	Ms.Kavita, Outsourced	<ul style="list-style-type: none"> - Diary & Dispatch work - Requests from the public for IAY houses - Misc. work

III. List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document

Name /Title of document	Indira Awaas Yojana Guidelines
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	Others
Brief write-up on the document	The IAY guidelines contain all the information and instructions regarding implementation of the Scheme and its brief history since its inception.
From where one can get a copy of rules, regulations, instructions, manual and records	The guidelines are available online at www.rural.nic.in . Hard Copies can be obtained from the Rural Housing Division, Ministry of Rural Development, Krishi Bhawan, New Delhi.
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Nil

IV. Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format

S. No.	Subject / Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation
1	Guidelines of IAY	No	All stakeholders including members of public are consulted before formulation of any policy.

- V. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")

S. No.	Category of the document	Name of the document	Procedure to obtain the document	Held under custody of
1	Guideline	Guidelines for Indira Awaas Yojana	Available on the website www.rural.nic.in	Rural Housing Division, Ministry of Rural Development

- VI. Please provide information on Boards, Councils, Committees and other Bodies related to the public authority in the following format.

Name and address of the Affiliated Body	Not Applicable
Type of Affiliated Body (Board, Council, Committees, Other Bodies)	-
Brief introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	-
Role of Affiliated Body (Advisory/Managing/ Executive/Others)	-
Structure and Member Composition	-
Head of the Body	-
Address and main office and its Branches	-
Frequency of Meetings	-
Can public participate in the meetings?	-
Are minutes of the meetings prepared?	

- VII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.

Name Designation & Address of CPIO	Subject	Phone No. E-Mail Fax No.	Appellate Authority Name, Designation, Address Phone No. E-Mail
Alice Tete Under Secretary (RH) R.No.366-B Krishi Bhawan New Delhi	All policy matters related to Rural Housing and Indira Awaas Yojana (IAY)	(a)011-23097048	Shri A.K. Sood Director (RH-II) 011-23070219
S.R. Mehar Under Secretary (RH) Krishi Bhawan New Delhi	All Budget and Release matters related to Rural Housing and Indira Awaas Yojana (IAY)	(a)011-23070978	Smt. Sunita H. Khurana Director (RH-I) 011-23381300

- VIII. What is the procedure followed to take a decision for various matters

As per Manual of Office Procedure, Govt. of India

- IX. **What are the documented procedures / laid down procedures / Defined criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

As per Manual of Office Procedure, Govt. of India

- X. **What are the arrangements to communicate the decision to the public?**

Decisions are communicated to the public through the Ministry's website, through advertisements in print and electronic media, leaflets / booklets etc

- XI. **Which are the offices at various levels whose opinions are sought for the process of decision making?**

- Concerned Ministries/Departments of the Govt. of India
- State Rural Development of the State Govts/UTs and district level authorities

- XII. **Who is the final authority that vets the decision?**

Minister for Rural Development

- XIII. **Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

S. No.		
1	Subject on which the decision is to be taken	Policy matters regarding IAY
	Guidelines / Directions, if any	Amendment in the guidelines
	Process of Execution	Approval of Minister for Rural Development is sought and instructions are issued to the concerned authorities of the State Govts./UTs

- XIV. **Directory of officers and Employees**

Given under chapter heading "Directory of Officers"

- XV. **Please provide information about the details of the budget for different activities under different schemes in the given format**

Head-wise details of funds projected for 2009-10

(Rs. in crore)

S.No	Name of the Scheme	Major Head	Sub Head	B.E. 2009-2010

				Plan
1	2	3	4	5
1	IAY/SAY/CCSS	2216	03.800 06.16 06.16.31	7914.70
2	RBC/Innovative	2216	03.800 15.00 15.00.31	1.00
3.	Monitoring, Research and Evaluation	2216	06.02 06.02.28	0.35
4	Information, Education and Communication	2216	06.03 06.03.26	2.00
5	Human Resource Development	2216	06.06 06.06.50	1.00
6.	Management Cell	2216	06.14 06.14.13	0.50
			06.14 06.14.20	0.10
7	National Mission for Rural Housing	2216	19.00 19.00.11	0.20
			19.00 19.00.28	0.05
			19.00 19.00.50	0.10
8	Assistance to DRDAs/ Other Agencies North Eastern Areas	2552	290 01.01 01.01.31	8800.00
	Total			8800.00

IAY –ALLOCATION AND TARGETS FOR THE YEAR 2009-10 (STATE-WISE)
IAY –ALLOCATION AND TARGETS FOR THE YEAR 2009-10 (DISTRICT-WISE)

XVI. The manner of Execution of Subsidy Programmes. Please provide the information as per the following format

S. No.	Items	
1	Name of the Programme/Scheme	Indira Awaas Yojana
2	Duration of the Programme/Scheme	It is an ongoing Scheme.
3	Objective of the Programme	To primarily help in construction/upgradation of dwelling units of members of Scheduled Castes/Scheduled Tribes, freed bonded labours, minorities in the below poverty line category and other below poverty line non- Sc/ST rural households by providing them a lump sum financial assistance
4	Physical and financial targets of the programme (for the last year)	During the year 2009-10, ₹ 8800 crore (including economic stimulus package) was allocated for construction of 40.52 lakh houses. The State-wise physical and financial statement is at Annexure III
5	Eligibility of beneficiary	Below poverty line households living in the rural areas, belonging to Scheduled Castes/Scheduled tribes, freed bonded labourers, minorities in the BPL category and non SC/ST BPL rural households and registered in BPL List 2002, widows and next of kin to defence personnel/paramilitary forces killed in action residing in rural areas (irrespective of their income criteria), ex-servicemen and retired members of paramilitary forces fulfilling the other conditions.
6	Pre – requisites for the benefit	Should belong to rural BPL household and the name should exist in the BPL List 2002
7	Procedure to avail the benefits of the programme	The beneficiaries are selected from the Permanent IAY Waitlists prepared on the basis of BPL lists in order of seniority in the list. The Gram Panchayats draws out the shelterless families from the BPL List strictly in the order of ranking in the list. A separate list of SC/ST families in the order of their ranks is derived from the larger IAY list so that the process of allotment of 60% of houses under the scheme is facilitated. The lists are approved by the Gram Sabha. Selection by the Gram Sabha is final. No approval by a higher body is required. The Permanent IAY Waitlists prepared are displayed at a prominent place either in the

		Gram Panchayat office or any other suitable place in the village.
8	Criteria for deciding eligibility	Seniority in the Permanent IAY waitlist / BPL List 2002
9	Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)	A financial assistance of ₹ 45,000/- in plain areas and ₹ 48,500/- in hilly & difficult areas is provided for construction of a dwelling unit. ₹ 15,000/- is provided for upgradation of an un-serviceable kutcha house. ₹ 12,500/- is provided under the credit and subsidy scheme.
10	Procedure for the distribution of the subsidy	The amount of grant is transferred directly by the DRDAs in the beneficiaries bank account in instalments at various level of construction of the house.
11	Where to apply or whom to contact in the office for applying	Not applicable as the beneficiaries are selected by the Gram Sabha from the permanent IAY waitlist prepared on the basis of BPL List -2002.
12	Application fee (where applicable)	Not Applicable
13	Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	Not Applicable
14	List of attachments (certificates/documents)	Not Applicable
15	Format of attachments	Not Applicable
16	Where to contact in case of process related complaints	The Secretary, Rural Development Departments of the concerned States/ District Rural development Authority.
17	Details of available fund (At various levels like District level, Block level etc.)	Is available in the Ministry's website www.rural.nic.in

XVII. Particulars of Recipients of concessions, permits or authorization granted by it. Please provide the information as per the following format.

Not Applicable

S. No	Items	Remarks
1	Name of the programme	Not Applicable
2	Type (Concession/Permits/ Authorization)	-

3	Objective	-
4	Targets set (for the last year)	-
5	Eligibility	-
6	Criteria for the eligibility	-
7	Pre – requisites	-
8	Procedure to avail the benefits	-
9	Time limit for the Concession/Permits / Authorization	-
10	Application Fee (Where applicable)	-
11	Application format (where applicable)	-
12	List of attachments (certificates/documents)	-
13	Format of attachments	-

XVIII. Please provide the details of the Norms/Standards set by the Department for execution of various activities / programmes.

S. No.	Item of work	Prescribed norms
1	Allocation of funds and fixation of physical /Financial Targets	Within one week of budgetary allocation
	Release of 1st installment of funds (1st tranche)	By 2 nd week of April
	Release of 2nd installment	Within One month/30 days of proposal received
	Release of funds on receipt of proposal for funds under Homestead scheme	Within One month/30 days of proposal received
	Release of funds for houses damaged due to natural calamities	Within One month/30 days of proposal received
	Release of State share to DRDAs by the State Govt.	Within one months/30 days of release of Central share

XIX. Please provide the details of the information related to the various schemes which are available in the electronic format

All information about the scheme is available on the Ministry's website

XX. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Awareness generation through intensive IEC activities using electronic media, print, press advertisements, workshops, outdoor through DAVP and interpersonal communication through DFP and S&DD have been taken up.

XXI. Frequently Asked Questions and their answers

Question.1 What is the aim of the Indira Awas Yojana (IAY)?

Reply Aim of Indira Awas Yojana is to provide financial assistance to the rural poor living Below the Poverty Line (BPL) for construction of house.

Question.2 Who are eligible to get assistance under IAY?

Reply BPL rural households of Scheduled Castes, Scheduled Tribes, non-Scheduled Castes & non-Scheduled Tribes, Ex-servicemen of the armed & paramilitary forces killed in action, physically & mentally challenged persons, freed bonded labourers & Minorities are eligible to get assistance under Indira Awas Yojana.

Question.3 Who will provide the assistance?

Reply Funding of IAY is shared between the Centre & State Government in the ratio of 75:25 and for North Eastern States this ratio is 90:10. In the case of UTs., entire funds of IAY is provided by the Centre.

Question.4 How much of financial assistance is given?

Reply The financial assistance provided for new construction in the form of grant is ₹ 45,000/- per unit for the plain areas & ₹ 48,500/- for the hilly/difficult areas. The assistance for up-gradation of unserviceable kutcha house to pucca/semi pucca house is ₹ 15,000/-. The assistance for credit-cum-subsidy scheme is ₹ 12,500/- per unit. Maximum of 20% of IAY allocation can be utilized for up-gradation or/& credit-cum-subsidy scheme. Further, an IAY beneficiary can avail top up loan upto ₹ 20,000/- under the Differential Rate of Interest (DRI Scheme) from any Nationalized Bank at an interest rate of 4% per annum.

Question.5 How many IAY houses are allotted in each year to a particular State/District/Gram Panchayats?

Reply Since reduction of shelterlessness is the primary objective, 75% weightage is given to housing shortage and 25% to the poverty ratios prescribed by Planning Commission for State level allocation . For district level allocation, 75% weightage is given again to housing shortage and 25% to SC/ST population of the concerned districts.

On the basis of allocations made & targets fixed, District Panchayat/Zilla Panchayat/District Rural Development Agencies (DRDAs) decides the number of houses to be constructed/upgraded Panchayat-wise under IAY, during a particular financial year.

Q.6 What is the selection procedure?

Reply Selection of beneficiaries is based on the permanent IAY waitlists wherever these have been prepared or from the BPL list 2002 with the poorest being selected on priority.

Question.7 What are the provisions for weaker sections, minorities & person with disabilities under the IAY?

Reply 60% of the benefits of the Scheme are meant for Scheduled Castes and Scheduled Tribes. Besides 3% of the houses are reserved for physically & mentally challenged persons amongst the rural BPL families. Funds are also earmarked for coverage of minorities.

Question.8 How do women get benefit under IAY?

Reply Allotment of dwelling units is done in the name of the female member of the beneficiary household. Alternatively, it is allotted in the name of both husband and wife. Only when there is no female member in the family , the house is allotted in the name of male member.

Question.9 Who will construct the houses?

Reply Engagement of contractors is prohibited and construction of an IAY house is the sole responsibility of the beneficiary.

Question.10 Will the beneficiaries get any information about construction technology or procurement of raw material?

Reply Under the guidelines, Zilla Parishads /DRDAs are required to disseminate information in respect of environment friendly/innovative/disaster resistant technologies.

Question.11 Does Indira Awaas Yojana provide only for construction of house or does it provide electricity connections as well?

Reply Indira Awaas Yojana mainly provides for construction of house on 20 sq. meter area. However, there is provision for dovetailing of the scheme with Rajiv Gandhi Gramin Vidyut Yojana (RGGVY) to provide electricity to IAY beneficiaries.

Question.12 Is the “Sanitation” and “Smokeless chulha” integrated into the Rural Housing?

Reply

It is required that the beneficiary will take up “Sanitary Latrine and Smokeless Chulla” as part of the house construction.

Question.13 Is there any provision under IAY to help acquire plots for construction of houses?

Reply As part of Indira Awaas Yojana, a scheme to provide homestead sites to the rural BPL households has been launched in August, 2009. Under this scheme a homestead site of 100-250 sq.mt. is provided to those rural BPL households who have neither land nor a housesite. For this purpose, ₹ 10,000/- per beneficiary is provided to the DRDAs which will be shared by the Centre and the States in the ratio of 50:50.

Question. 14 Where can one get information on the Indira Awaas Yojana ?

Reply The information may be obtained from Ministry of Rural Development, State Government & DRDAs/Gram Panchayat. Information is also available in the website of Ministry of Rural Development at www.rural.nic.in.

XXII. Related to seeking information with relation to training imparted to public by Public Authority

S. No.	Items	Remarks
1	Name of training programme with brief description	Not Applicable
2	Time period for training programme/Scheme	-
3	Objective of training	-
4	Physical and Financial targets (Last year)	-

5	Eligibility for training	-
6	Pre – requisite for training (if any)	-
7	Description of help (Mention the amount of Financial help, if any)	-
8	Procedure of giving help	-
9	Contact information for applying	-
10	Application fee (where applicable)	-
11	Other fees (where applicable)	-
12	Application form (Incase the application is made on plain paper please mention the details which the applicant has to provide)	-
13	List of enclosures / documents	-
14	Format of enclosures / documents	-
15	Procedure of application	-
16	Process followed in the Public Authority after the receipt of application	-
17	Normal time taken for issuance of certificate	-
18	Validity period of certificate (If applicable)	-
19	Process of renewal (if any)	-
20	Selection procedure	-
21	Time table of training programme (in case available)	-
22	Process to inform the trainee about the training procedure	-
23	Arrangement made by the public authority for creating public awareness about the training programme	-
24	List of beneficiary of the training programme at various levels like district level, block level etc.	-

Section 4(1)(b) of the RTI Act

S.No	Question	Reply
(i)	the particulars of its organization, functions and duties;	As per Annexure-I
(ii)	the powers and duties of its officers and employees;	The details of the work assigned to Officers & Staff of Rural Housing Division is at Annexure-II
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	A copy of final level of disposal and Channel of submission above the Section level is given at Annexure III
(iv)	the norms set by it for the discharge of its functions;	As per Guidelines of 'Indira Awaas Yojana' Scheme and relevant financial Rules of Govt. of India
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Guidelines of Indira Awaas Yojana and the Financial Rules of the Govt. of India
(vi)	a statement of the categories of documents that are held by it or under its control;	-do-
(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	Not Applicable.
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of the boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	At present not applicable
(ix)	A directory of its officers and employees;	The same is available in the Ministry's

		website www.rural.nic.in
(x)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Details at Annexure –IV
(xi)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	As per provisions of the Scheme's guidelines and procedure and provisions made under the Financial Rules of the Govt. of India
(xii)	particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
(xiii)	details in respect of the information, available to or held by it, reduced in an electronic form;	Details about the scheme alongwith its Guidelines and the funds allocated for Rural Housing are available on the web site www.rural.nic.in
(xiv)	the names, designations and other particulars of the Public Information Officers;	CPIO for cases relating to Rural Housing (Ms.Sunita H Khurana, Director (Rural Housing)), Room No.368 (A), Krishi Bhavan, New Delhi. Tele. No. 23381300 (O)

ANNEXURE-I

The Department of Rural Development is implementing a number of programmes in rural areas through the state Governments for poverty reduction, employment generation, rural infrastructure habitant development, provision of basic minimum services etc. The important programmes presently being implemented by the Department are :

1. Pradhan Mantri Gram Sadak Yojana (PMGSY)
2. Swarnjayanti Gram Swarozgar Yojana (SGSY)
3. Rural Housing (Indira Awaas Yojana)
4. DRDA Administration
5. Training Schemes
6. Promotion of Voluntary Schemes and Social Action Programme, organization of beneficiaries, advancement and dissemination of rural technology through CAPART.
7. Monitoring mechanism.

2. Keeping in view the fact that Rural Roads are vital to economic growth and measures for poverty alleviation in the village, Government have launched a 100% Centrally Sponsored Scheme called the Pradhan Mantri Gram Sadak Yojana (PMGSY). The Programme seeks to provide connectivity to all unconnected habitations in the rural areas with a population of more than 500 persons through good All-weather roads by the end of the Tenth Plan Period. In respect of the Hill States (North-East, Sikkim, Himachal Pradesh, Jammu & Kashmir, Uttaranchal) and the Desert Areas, the objective would be to connect habitations with a population of 250 persons and above.

3. The Swarnjayanti Gram Swarozgar Yojana (SGSY) is the single self employment programme for the rural poor. The Yojana which came in to effect from 1.4.1999, has been conceived as a holistic programme covering all aspects of self employment like organization of rural poor into Self Help Groups (SHGs) and their capacity building, training, planning of activity clusters, infrastructure development, financial assistance through bank credit and subsidy and marketing support etc.

4. Housing is one of the basic requirements for human survival. Therefore, construction of houses was included as one of the major activities under the National Rural Employment Programme which begun in 1980. Rural Landless Employment Guarantee Programme (RLEGP) begun in 1983. Indira Awaas Yojana IAY was launched during 1985-1986 as a sub scheme of RLEGP and thereafter it continued as a sub scheme of Jawahar Rozgar Yojana. From 1st January 1986 IAY was delinked from JRY and made an independent scheme.

The Government of India, in 1998 announced a National Housing and Habitat policy which aims at providing “Housing for all” and facilitating the construction of 20 lakh additional housing units (13 lakh in rural areas and 7 in urban areas) with emphasis on standing benefits to the poor and the deprived. The intention is to end shelterlessness and ensure the conversion of all unserviceable kucca houses by pucca houses by the end of 11th plan period. The Action plan is being implemented through various programmes such as Indira Awaas Yojana (IAY), Credit cum Subsidy Scheme for Rural Housing, Innovative Scheme for Rural Housing and Habitat Development, Rural Building Centres, Equity Contribution by Ministry of Rural Development to HUDCO and National Mission for Rural Housing and Habitat.

5. Training has gained an important position in rural development activities concerning various poverty alleviation programmes. As training, research and development are closely linked, continuing education of both policy makers and programme implementers is imperative. Towards facilitating this, National Institute of Rural Development (NIRD) has been conducting training programmes, workshops, seminars and international programmes. In addition, extensive support has been provided to a number of training and research institutions dealing with issues related to rural development.

6. In order to strengthen the DRDAs and to make them more professional and effective, a new centrally sponsored scheme, namely, DRDA Administration has been introduced from 1st April, 1999 based on the recommendations of an inter-ministerial committee known as the Shankar Committee. The scheme replaces the earlier practice of allocating percentage of programme funds to the administrative cost. Under this, a separate provision has been made to meet the administrative expenses of the DRDAs who are expected to effectively manage and implement the schemes.

7. Information, education and communication (IEC) plays a pivotal role in creating awareness, mobilizing people and making the development participatory through advocacy and by transferring knowledge, skills, and techniques to the people. To meet the communication needs of the various programmes of the Ministry holistically, an integrated IEC strategy envisaging optimum utilization of available modes of communication, conventional and non-conventional has been evolved in order to effectively meet the communications needs of the programmes of the Ministry.

8. Monitoring and Evaluation (M&E) of development activities provide various stakeholders in these activities with better means for learning from past experience, improving service delivery, planning and allocating resources, and demonstrating results as part of accountability to key stakeholders. A comprehensive multi-level, multi-tool system of Monitoring and Evaluation of the policy and implementation environments of the programmes of the Ministry has been evolved over the years. In view of the vast canvas for implementation of the programmes of the Ministry, the monitoring of the programmes is taken up at various levels.

9. The overall monitoring of all the programmes at the national level is carried out by the Monitoring Divisions of the Ministry. The Programme Divisions monitor the respective programmes implemented by them. The Programmes of the Ministry are basically implemented by the State Implementing Agencies. At the State level, the Secretary/Commissioner dealing with the Programme monitors its implementation. The actual execution of the Programmes takes place at the District/Village level through DRDAs, Panchayati Raj Institutions (PRIs) and other implementing Agencies, who monitor the execution of the programmes at the grass root level.

10. In order that the programme implementation reflects the needs and aspirations of the local people the Panchayati Raj Institutions are considered as an important tool for the implementation of the programmes of the Ministry. As a step toward decentralization of the planning process and implementation of the programmes, strengthening of the Panchayati Raj Institutions has been envisaged through the Constitutional (73rd) Amendment Act, 1992 and with the passage of this Act, constitutional status has been provided to the Panchayati Raj Institutions (PRIs). Therefore, under most of the rural development programmes, a crucial role has been assigned to PRIs for programme implementation. Sustained efforts are being made to strengthen local governance, institutionalizing people's participation and empowering women through PRIs. The State governments are being pursued for delegation of adequate administrative and financial powers to PRIs and a significant change has been noticed in this regard.

11. Under this department there are three autonomous bodies viz., Council of Advancement of People's Action and Rural Technology (CAPART), National Institute of Rural Development (NIRD) and National Rural Road Development Agency (NRRDA).

12. Council of Advancement of People's Action and Rural Technology (CAPART) has been set up to encourage participation of voluntary agencies in rural development and also to provide financial assistance to them in their rural development projects. CAPART directly deals with voluntary agencies and their projects.

13. National Institute of Rural Development NIRD is engaged in planning and coordination of national level training. For state and district level training, assistance is given to State Institutes of Rural Development (SIRD) and Extension Training Centers (ETC) respectively.

14. National Rural Road Development Agency (NRRDA) recently registered under society registration Act, 1860, extends support to the Pradhan Mantri Gram Sadak Yojana (PMGSY) to advice on technical specification, project appraisal, appointment of part time quality control monitors, management of Monitoring system and submits periodic reports to ministry.

ANNEXURE-II

**Work assigned among officers and staff in the Rural Housing Division Work
Assigned among Officers:-**

SI. No.	Name and designation of Officers	Work Assigned
1	Mr. Sanjay Kumar Rakesh, Joint Secretary (RH)	Head of the Wing
2	Smt Sunita H Khurana, Director (RH)	Head of the Division
3	Vacant	Head of the Division
3	Mr. S.R Mehar, Under Secretary (RH)	<ul style="list-style-type: none">- All issues related to Release of grants-in-aid under IAY Parliament Matters- CAG Audit Para- MPR/Monitoring and Awaasoft- RTI applications, VIP references and Parliament Questions in respect of release/monitoring matters
4	Smt. Alice Tete, Under Secretary (RH)	<ul style="list-style-type: none">- All issues related to policy matters, release of grants-in-aid under Innovative Stream of RH & RBCs,- Standing Committee, Training and all miscellaneous matters except those related to releases.- RTI applications, VIP references and Parliament Questions in respect of Policy matters
5	Shri P. S Dalodiya Research Officer (RH-P)	<ul style="list-style-type: none">- All policy matters on RH- Release of funds under Innovative Stream for RHHD- Action on NLMs' Reports- Material for Parliament Questions- Other Administrative / Misc. matters- Complaints from the public & RTI matters- Organizing Meetings / Seminars
6	Smt. Usha Gangadhar Section Officer (RH-P)	<ul style="list-style-type: none">- Parliament Questions on Rural Housing Scheme (on Policy Matters)- Parliament Assurances/ Parliament Matters- Rule 377/Special Mention in Lok Sabha/Rajya Sabha- Matters raised during Zero Hour- Issues to be raised in sessions/Petition Committee Matters

		<ul style="list-style-type: none"> - Miscellaneous information of NE States - Preparation of material for Committee on Estimates - Preparation of material for Weekly Senior Officers meeting - All cases of CPGRAMS - All type of complaints received in respect of IAY, Homestead scheme Court cases - Multi Sectoral Development Plan - Examination of National Level Monitors reports.
6	Shri J. M. Singh , Account Officer (RH)	<ul style="list-style-type: none"> - Release of funds to DRDAs under IAY after the concurrence of IFD of the Ministry. - Scrutiny of proposals of States / DRDAs for ACA for Special Packages (Natural Calamity 5%, Homestead, PTG, Naxal, Kala-a-zar and Border Districts) under IAY. - Providing the State/District wise Information/Data in monthly Coordinating Officers Meetings. - Interacting/Coordinating with DRDAs in respect of release work. - Budget (internal) of RH Division. - CAG / Audit paras. - Maintaining of ECR. - Reconciliation of Expenditure with the Principal Accounts office of CGA. - Providing Status Note to Hon'ble Ministers/Higher Officer while visiting to different States/UTs.
8	Shri Dharam Prakash, Economic Officer (Mon)	<ul style="list-style-type: none"> - Allocation of funds to all 614 Districts of 33 States. - Maintenance of entire releases made under Indira Awaas Yojana (IAY) of 614 districts in 33 States/UTs - Updation the State-wise/District-wise Physical, Financial and Convergence progress reports on regular basis received from States/Districts through online. - Analysis of the reports which are received from the States/Districts and follow up with States for corrective action based on shortcomings noticed in the Reports/Periodicals on IAY - Supply of information for framing the reply of Parliament Questions. Standing Committees, RTI etc. - Preparation of Periodic report/returns like Monthly Summary for Cabinet and Monthly DO, etc.
9	Shri. R.S.Kohli , Statistical Officer (RH)	<ul style="list-style-type: none"> - Release of funds and monitoring Schemes of RBCs - HRD / HSNI training for RH - Research / Evaluation studies on RH - Examination of Area officers' Reports - Standing Committee matters - National RH & Habitat Development Policy - Result Framework Documents - Strategic Plan - Website Management - Material related to Information Management Committee - Material for all Conferences, Workshops, meetings organized by other Ministries/Departments related

		to Rural Housing. - All matters related to innovative Stream for Rural Housing & Habitat Development
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Work Assigned among Staff:-

SI. No.	Name and designation of Officers	Work Assigned
1	Smt. Chandrakanta Assistant (RH)	<ul style="list-style-type: none"> - All matters related to Policy and Schemes guidelines. - Examination of cases of request made by various States vis-à-vis the Schemes Guidelines. - All matters relating to Inter-ministerial correspondence on RH - Examination of Cabinet Notes received from other Ministries. - President / PM Speech - Modification/updation of IAY Guidelines - Half Yearly Review by the Planning Commission. - Material for Finance Minister Budget Speech - Material for Cabinet Secretariat - Examination of all matters related to communications received from Administrative Reforms/Second Administrative Reforms Commission in its Report - Examination of the Reports of Advisors of Planning Commission. - All matters related Scheme to incentives States to provide Homestead plots - Material for Annual Report - Parliament Assurances/Parliament Matters - Rule 377/Special Mention in Lok Sabha/Rajya Sabha - Matters raised during Zero Hour - Issues to be raised in sessions/Petition Committee Matters.
2	Smt. Rajni Pushkarna, Assistant	<ul style="list-style-type: none"> - Releases to DRDAs under IAY to HP, J&K, Maharashtra, Tamil Nadu and UP. - Analysis of proposal / ARs / UCs etc. - Analysis of proposals of States / DRDAs for ACA for Special Packages (Natural Calamity 5%, Homestead, Naxal and Border Districts) under IAY. - Preparing Status Note for Ministers/Higher Officer while visiting to different States/UTs. - VIP references of the States concerned. - Pending UCs - CAG/Audit Paras.
3	Inderjeet Deshwal, UDC	<ul style="list-style-type: none"> - Releases to DRDAs under IAY to Bihar, MP, Orissa, and Karnataka and Andhra Pradesh. - Analysis of Proposals / ARs / UCs etc. - Analysis of proposals of States / DRDAs for ACA for Special Packages (Natural Calamity 5%, Homestead, PTG, Naxal and Kala-a-zar) under IAY. - Preparing Status Note for Ministers/Higher Officer

		<p>while visiting to different States/UTs.</p> <ul style="list-style-type: none"> - VIP References of the States concerned.
4	Ms. Priyanka Jaiswal, Consultant	<ul style="list-style-type: none"> - Releases to DRDAs under IAY to all UTs (A & N, Puducherry, Daman & Diu, Dadara Nagar Haveli, Lakshyadeep,), West Bengal, Chhattisgarh, Uttarkhand, Jharkhand, Haryana, Goa, Gujarat, Kerala, Rajasthan and Punjab - Analysis of Proposals / ARs / UCs etc. - Analysis of Proposals of States / DRDAs for ACA for Special Packages (Natural Calamity 5%, Homestead, PTG and Naxal) under IAY. - Preparing Status Note for Ministers/Higher Officer while visiting to different States/UTs. - VIP References of the States concerned.
5	Smt. Beena Kale, DEO	<ul style="list-style-type: none"> - Release of funds and monitoring Schemes of RBCs - HRD / HSNI training for RH - Research / Evaluation studies on RH - Examination of Area officers' Reports - Standing Committee matters - Result Framework Documents - Strategic Plan - Website Management - Material related to Information Management Committee - Material for all Conferences, Workshops, meetings organized by other Ministries/Departments related to Rural Housing. - All matters related to innovative Stream for Rural Housing & Habitat Development - Complaints - Examination of National Level Monitors reports under IAY.
9	Shri. Prakash Parmar Consultant	<ul style="list-style-type: none"> - VIP references - Multi Sectoral Development Plan - All application received under Right to Information Act, 2005 - References received from PMO, Rashtrapati Bhawan, - Success Stories under IAY - Material for PRC Meetings including PPT - Material for Project Director's Conference - Examination of all matters related to AARDO, SAARC and IC - CBRI study regarding revision of Unit Cost - Miscellaneous information of NE States - Preparation of material for Committee on Estimates - Preparation of material for Weekly Senior Officers meeting
11	Smt. Surjee Rawat, UDC	<ul style="list-style-type: none"> - Dairy & Dispatch work - Sanction Order sent to DRDAs/PAO (RD) for release of funds. - Generation of CPSMS sheet for sanction send to PAO (RD).

		<ul style="list-style-type: none"> - Preparation of sets of release orders. - Maintaining of Guard File for Sanction/Letters sand to DRDAs/States Officials. - Any other work given time to time by the senior officers.
12	Shri. Sant Lal, LDC	<ul style="list-style-type: none"> - Movement of file from Section to Senior Officer & IFD. - Photocopy of the sanction Orders. - Filing work like page numbering etc.
12.	Shri. Sonu, A/c Clerk, Outsourced	<ul style="list-style-type: none"> - All matters relating to Budget (internal) of RH - Audit Paras and related matters - Releases to DRDAs under IAY to all NE States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim) - Analysis of proposal / ARs / UCs etc. - Analysis of proposals of States / DRDAs for ACA for Special Packages (Natural Calamity 5%, Homestead and Border Districts) under IAY. - Preparing Status Note for Ministers/Higher Officer while visiting to different States/UTs. - VIP references of the States concerned.
13	Ms.Kavita, Outsourced	<ul style="list-style-type: none"> - Diary & Dispatch work - Requests from the public for IAY houses - Misc. work
14	Ms. Swati Nayal, Outsourced	<ul style="list-style-type: none"> - Personal Assistant to US-AT
15	Shri. Deepak, MTS	<ul style="list-style-type: none"> - Misc. Work
16	Shri. Kailash Chand, MTS	<ul style="list-style-type: none"> - Movement of file from Section to IFD. - Sanction Order sent to PAO (RD).

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ANNEXURE III

The procedure followed in the decision making process in Rural Housing Division, including channels of submission

Sl No.	Type of Cases	Final Level of Disposal	Channel of submission above the Section Level
I	Policy Matters	M(RD)	US(P)-Director-JS-Secretary-M(RD)
II	Parliament Matter		
	1. Starred Question	M(RD)	US(R)-Director-JS-Secretary-M(RD)
	2. Unstarred Question	MOS	US(R)-Director-JS-MOS.
	3. Assurance-Implementation	MOS	US(R)-Director-JS-MOS.
	4. Material asked for by other Division	Director	US(P)/US(R)-Director-JS.
	5. Material to Lok Sabha/Rajya Sabha Secretariat. For deciding admissibility of Questions	Joint Secretary	US(R)-Director-JS.
III	VIP References	M(RD)	US(R)-Director-JS-Secretary-M(RD)
IV	Matters relating to Committee		
	1. Parliamentary Standing Committee	Secretary	US(P)-Director-JS-Secretary.
	2. Performance Budget	Secretary	US(R)/US(P)--Director-JS-Secretary.
	3. Cabinet Note	Cabinet	US(R)/US(P)-Director-JS-Secretary-M(RD)-Cabinet
V	Guidelines		
	1. Formulation and modification of Guidelines on	M(RD)	US(P)-Director-JS-Secretary-M(RD)

	the Schemes/Programmes relating to Rural Housing		
	2. Clarification on Guidelines	JS	US(P)-Director-JS.
VI	Approval of Projects		
	1. Release of funds	Director	US(R)-Director-DS(Fin)
	2. Release of additional funds under IAY	M(RD)	US(R)-Director-JS-AS&FA-Secretary-M(RD)
VII	Budgets		
	1. Budget Allocation from Planning Commission	Joint Secretary	US(R)-Director-JS.
	2. Reply to Audit Objections	JS	US(R)-Director-JS.
	3. Allocation of funds to States	JS	US(R)-Director-JS.

ANNEXURE-IV**MINISTRY OF RURAL DEVELOPMENT
Department of Rural Development**

Name of the Division /Section : Rural Housing Division
: **Rural Housing (Accounts) Section**
Head-wise details of funds projected for 2011-12

(Rs. in crore)

S.No	Name of the Scheme	Major Head	Sub Head	B.E. 2011-12
				Plan
1	2	3	4	5
1	Monitoring, Research and Evaluation	2216	03.105. 08.01.28	35.00
2	Information, Education and Communication	2216	03.105. 08.02.26	500.00
3.	Human Resource Development	2216	03.105. 08.03.50	200.00
4	Management Cell (OE)	2216	03.105. 08.04.13	50.00
5	Management Cell (OAE)	2216	03.105. 08.04.20	10.00
6.	Grants-in-aid Provision for SC	2216	03.789 01.01.35	333000.00
7	Grants-in-aid Provision for ST	2216	03.796 01.01.35	202000.00
8	Grants-in-aid Grants assets (Others)	2216	03.105. 08.05.35	363720.00
9	RBC/Innovative	2216	03.105. 08.06.31	40.00
10	National Mission for Rural	2216	03.105.	30.00

	Housing (DTE)		08.07.11	
11	National Mission for Rural Housing (PS)	2216	03.105. 08.07.28	5.00
12	National Mission for Rural Housing (OC)	2216	03.105. 08.07.50	10.00
13	Grants-in-aid Provision for SC	2552 (NEA)	789 21.01.35	20000.00
14	Grants-in-aid Provision for ST	2552 (NEA)	796 28.01.35	45000.00
15	Grants-in-aid Grants assets (Others)	2552 (NEA)	497 01.01.35	35400.00
	Total			1000000.00

IAY -ALLOCATION AND TARGETS FOR THE YEAR 2011-12 (STATE-WISE)

IAY -ALLOCATION AND TARGETS FOR THE YEAR 2011-12 (DISTRICT-WISE)