

3. IAY

3.16 IAY Supplementary Guidelines for 1999-2000 communicated

Roc.No. 5001/99/JVVT-2 dated: 19.1.1999

CIRCULAR

Sub : Implementation of IAY during 1999-2000- supplementary Guidelines communicated – Reg.

Ref : 1. DRD's Circular no. 74549/96/JVVT-1 Dt.31.3.97
2. DRD's Circular no.74549/96/JVVT-1 Dt.9.6.97
3. G.O.Ms.No.92 RD Dept. Dt.26.3.97
4. DRD's Circular no.74549/96/JVVT-1 Dt.10.9.97
5. DRD'S Circular no.20001/98/JVVT-2 DT.3.3.98
6. Guidelines under IAY issued by GO1 in Nov '98
7. G.O.Ms.No.286 RD (CSS-1) dt.31.12.98

The attention of Collectors and Project Officers, DRDA is invited to the references cited. All Collectors/Project Officers of DRDA are requested to note the following changes in the guidelines. Government of India has clearly spelt out that beneficiary should be involved in the construction of houses. The spirit of the IAY is that the house is not to be constructed and delivered by an external agency but to be constructed by beneficiary himself / herself. Neither any contractor should be engaged nor any Government department should undertake any construction. If contractor is employed, amount is liable to be recovered by Government. However Government department or organizations can give technical guidance or arrange for co-ordinated supply of raw materials. Flexibility is permitted either to go for flat roof or slope roof according to the choice of beneficiary. Further houses should be constructed only in the name of women. Alternatively it can be constructed jointly in the name of both husband and wife.

GO1 have communicated that target of 46258 houses and allocated a sum of Rs.7401.28 lakhs for 1998-99. Hence it is anticipated that the same target and allocations will be provided to Tamil Nadu during 1999-2000 by GO1. The district wise break up is given in the Annexure I, out of which 85% should be earmarked for SC/ST and 15% for non SC/ST. Collectors should make necessary advance planning for the identification of beneficiaries entrustment and commencement of works etc.

The following supplementary guidelines are issued under IAY for 1999-2000.

Unit Cost for IAY houses:-

The unit cost for group houses communicated by Government of India in their letter dated 23.7.96 will continue to be in force for the current year also.

	Plain Area	Hilly/Difficult area
(i) Construction of houses including Sanitary latrine and smokeless Chulha	Rs.17,500	Rs.19,500
(ii) Cost of providing infrastructure and common facilities	Rs.2,500	Rs.2,500
Total	<u>Rs.20,000</u>	<u>Rs.22,000</u>

In cases where the houses are not built in cluster/ groups, the Rs.2,500/- provided towards infrastructure and common facilities must be given to the beneficiary for construction of his/her

individual house.

All IAY houses must be compulsory provided with sanitary latrines and smokeless fixed chulhas.

The differential cost at Rs.12,000 per house for providing RCC roofing will be given as an additionality from the State funds. Thus, the unit cost for an IAY house in Tamil Nadu will be Rs.32,000 for houses constructed in 'plain soil' and Rs.34,000 for houses constructed in 'hilly area/ difficult soil' and Collectors should adopt these figures while giving administrative sanction.

While making allotment to various villages, DRDA must make an assessment about the number of houses to be falling in difficult soil and in ordinary soil area. Accordingly collector shall issue sanction either for Rs.32,000 or Rs.34,000. If any deviation is necessitated on the basis of technical sanction due to the changes in difficult or ordinary soil area, such deviation should be permitted and no revised administrative sanction is required as precondition to commence or proceed with the work provided such changes are certified by ADE and got it ratified by DRDA before the final settlement of bill. This procedure will reduce unnecessary delay made in getting revised administrative sanction for commencement of work.

Collectors should furnish the break up of the numbers of houses taken up in 'Plain Area' and in 'Hilly / Difficult Area' in their district to the DRD before the 31.5.99, so that the correct requirement of funds can be arrived at and claimed from Government of India and the State Government

2.Selection of Village Panchayats:-

No IAY houses should be constructed in urban areas including Town Panchayat.

The Collector as Chairman of the DRDA should take efforts and decide the Village Panchayats and number of Group house to be taken up in each village. A copy of such proceedings should be marked to the DRD for information before 31.3.99.

While selecting the Village Panchayats, the Collector should be consideration factors like the availability of house site pattas in the SC/ST/BC/MBC population of the village; number of Group houses selected in the past; whether there are any victims of natural calamities, etc.

In order of year of issue of house site pattas, preference will be given in the allocation of houses and selection of villages and as per instructions issued in DRD's Circular 51200/98/JVVT-2 dt.16.6.98

In order to minimize the number of worksites and to facilitate supervision, at least 20 Group houses in respect of SC colonies and at 10 Group houses in respect of the others should be taken up in a Panchayat. This is very important.

Selection of beneficiaries:-

The order of priority for selection of beneficiaries is as follows:-

- (i) Freed bonded labourers;
- (ii) SC/ST households who are victims of atrocities;
- (iii) SC/ST households , below poverty line, headed by widows and unmarried women;
- (iv) SC/ST households affected by flood, fire, earthquake and similar natural calamities;
- (v) Other SC/ST households below poverty line;
- (vi) Non-SC/ST households below poverty line;
- (vii) Widows or next of kin of defence personnel and para military forces killed in action irrespective of income criteria if they reside in rural areas.

3% of the target should be reserved for disabled persons below poverty line. This is a horizontal reservation i.e disabled persons belonging sections like SCs /STs and others would fall in their respective category.

The selection of the IAY beneficiaries in the selected Village Panchayats will be done by a

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Task force committee comprising of the President and members of the Village Panchayat and the ABDO or his nominee and get it ratified by the Grama Sabha. This meeting should be convened by the Village Panchayat president and a notice of at least 7 clear days should be given to all members of the committee and their acknowledgement obtained. The quorum for the meeting would be 5 members. No approval of the panchayat Union Council is requested for selection of beneficiaries. However a list of Selected beneficiaries should be sent to Panchayat Union council for information.

Only beneficiaries already in possession of house site pattas should be selected and the committee should call for the Xerox copies of the pattas to be produced at the time of the selection. On no account should IAY houses be constructed on porambokes or other Government lands in the location that they can be regularized later. The list of selected beneficiaries together with certificates to the effect that (i) the selection was in the presence of the Grama Sabha, and (ii) all the persons selected eligible and are in possession of house site pattas, should be signed by the members of the committee who were present. the proforma for forming up the list of selected beneficiaries is furnished in Annexure II.

The list of selected IAY beneficiaries should be sent immediately by the Presidents of the Village Panchayats concerned to ABDO (Panchayats) and the PO, DRDA. A copy of the list should be submitted by the PO, DRDA to the DRD for information before 30.4.99. In the event of complaints being received about the Task force committee members not being properly informed or of the meeting being held without the quorum or of the guidelines for beneficiary selection not being properly followed, the PO, DRDA may make a summary enquiry and order another meeting of the Task force committee for the particular Village Panchayat or order the deletion of the ineligible names.

In the past, there were delays in commencing the execution of IAY houses in certain districts because the ABDOS (Panchayats) were awaiting the "approval" of the DRDA for the list of beneficiaries. It is clarified that the list of beneficiaries selected should be sent to the PO, DRDA / Collector only for information and not for approval. Only in the case of substantiated allegation Collector should get the list modified to correct the irregularity. Immediately on receipt of the list of beneficiaries from the Task force committees, the ABDO (Panchayats) should take action to get the detailed estimates for the houses prepared and to commence the works.

4. Release of funds

Once the village Panchayats where Group houses are to be taken up and the number of houses to be constructed are finalized by the Collector, the funds should be released by PO, DRDA directly to the "Scheme fund Account" of the Village Panchayats concerned, instead of routing the same through the Panchayat Unions.

5. Minimum Specifications of each House

1. The inner measurements of the house should be atleast (5 m X 3 m) and the plinth area should be at least 18.90 sq.m. without " basement-offset" and 20.25 sq.m with "off-set in the basement".
2. The height of the walls should be atleast 2.15 m including the bed block in the front and rear sides and 2.50m on the sides including gable walls (above the basement level).
3. On the backside of the house, Sanitary latrines (1 m x 0.90m) should be provided with 2 leach pits filled with RCC cover slabs. The sanitary latrine should be adjacently and simultaneously constructed along with the house from the basement level itself. With the roof of the house covering the latrine also.
4. The door should not be provided in front of the kitchen and it should be provided on the diagonally opposite side.
5. At least an 11 cm thick partition wall (2m x 1 m) should be provided in the house so as to separate the kitchen. The shelves should be provided in the partition wall on either side (1 m x 1 m)
6. The RCC roof concrete and bed-block concrete should be laid simultaneously and should not be done separately.

7. The RCC roof should be extended at least by 15 to 20 cm. On either side of the walls (front and rear) as a shade to protect from rainwater.
8. A smokeless, fixed chulah shall be provided in the kitchen. The chimney and smoke pipe (to be fitted to the chulah) should pass through the sidewall in 'Z' shape, instead of passing through RCC roof so as to prevent rainwater leakage through the roof.
9. Yellow colour or saffron colour should not be used. Preferably Grey or another colour can be used.
10. Phial should be constructed with bricks and chulah should be located in the diagonally opposite side of the door.
11. A dummy hole should be provided at the time of construction of the side wall for fixing the Chulah smoke pipe.
12. Sanitary latrine should be constructed with twin leach pits and should be constructed simultaneously along with the house.
13. Over the RCC Roofing square/ country tiles should be provided compulsorily.
14. Only proper centering materials for laying RCC Roofing should be utilized instead of mud centering. The Centering materials could be procured and distributed on rent through DW CRA groups / Pt.Un. General funds.
15. Homestead plantation should be compulsorily provided.

6. Technical Sanction and Marking of Sites:-

Since up to Rs.50,000 Technical Sanction power is delegated to Union Engineer as per G.O.7th cited. Technical Sanction power for Group houses will be falling within the preview of Union Engineer. Undue delays in the preparation and technical sanction of estimates for IAY houses, and in the marking of sites for foundation / excavation by Block Engineers/ Overseers are two of the common reasons for the delayed commencement of works. Collectors are requested to ensure that all estimates are got technically sanctioned and work orders issued within 15 days of the selection of beneficiaries i.e before 15.5.99 at the latest. The Technical sanction register maintained in Block offices must be verified in this connection. Collectors are also requested to organize a week-long drive for the marking of sites for foundation / excavation for all IAY houses for and a jeep may be provided exclusively to the Engineering staff for this period. Marking of sites should be completed before 31.5.99 and a completion report should be sent to a DRD.

7. Ban on issue of cash advances and on unauthorized deduction in final bills:-

The payment of cash advances to officials / non- officials / voluntary organizations by Project Officer, DRDAs/ BDOs/ABDOs in respect of all schemes is strictly banned except in the case of advances to institutions, which are specifically authroised by the Government. If this ban is violated, it was informed that summary recovery would be made only from the official who paid the unauthorized advances and not from the persons who received them. Material advances such as Cement and Steel should be given in small installments based on actual requirement; upto basement level; lintel level, roof level and final completion.

8. Execution of Works:-

No contractor is allowed in the construction of IAY houses. The houses should be constructed by the beneficiaries themselves. The house should not be constructed by any Government Department. Government Department or organizations can however give technical assistance or arrange for co-ordinated supply to raw materials such as cement, steel or brick if the beneficiaries so desire.

9. Compulsory Super –Check Of all Group Houses By A.E.Es(RD):-

As each individual house costs only Rs.32,000 the technical sanction of the work and the check measurement of the same is done only by the Block Engineers. It is noticed that AEEs (RD) seldom inspect these works –with the result that their quality of execution is not upto the mark. As 10 to20

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houses are constructed at each location, the value of works done at a site ranges from Rs.3.20 lakhs to Rs.6.40 lakhs. Further, this is a major scheme of the Government and it cannot be technically supervised only at the Overseer and Block Engineer level. Collectors and POs, DRDA are therefore requested to ensure that all Group House works are compulsorily super-checked by the AEEs (RD) at these 2 stages:- (i) at the Foundation / Raft concrete stage and (2) at the Roof concrete stage.

10. Avoidance of unauthorized deductions in final bills:-

Any unauthorized deductions in the final bills under IAY will not be allowed.

11. Claiming of 2nd Installment of IAY funds from GOI by DRDAs:-

The second installment claim should be preferred by all DRDAs in respect of IAY before 30.9.99 after utilizing 60% of the available funds (i.e Opening Balance as on 1.4.99 + Funds released by the Centre and the State). Before this, the audit of IAY for 1998-99 should have been done and Collectors should ensure that this item of work is completed during May- June 99 itself. Not doing the audit in time is one of the common reasons for delays in preferring the 2nd installment claims.

Collectors are requested to go through the audit report for 1998-99 carefully even at the draft stage and see if there are any adverse comments. Wherever possible, they should try to rectify the defects before the audit report is finalized. The common defects that one should look out for are:

- (a) The opening balance as on 01.4.98 and the closing balance as on 31.3.99 as per the audit report for the year 1998-99 do not tally with the corresponding figures as per the periodicals sent to Government of India and with the figures furnished in the Utilization Certificate.
- (b) There are comments in the Audit Report about the diversion of funds to or from some other scheme. (In such cases, the diversions should be made good immediately and an explanatory note furnished.)
- (c) Utilization certificate not furnished in the prescribed format.

While submitting the 2nd installment proposals, the following certificates should be furnished.

1. Certified that all unfinished works are receiving priority for completion.
2. Certified that no work started more than two years ago remain unfinished.
3. Certified that only durable assets have been created.
4. Certified that all conditions laid down in guidelines are being fulfilled, and all other conditions imposed from time to time are being complied with.
5. Certified that no major irregularities such as embezzlement, diversion of funds etc. have been noticed in the audit report for 1998-99 in respect of DRDA under IAY.
6. Certified that necessary action has been initiated to rectify the defects pointed out in the audit report for 1998-99 and earlier years and compliance would be sent to the Ministry shortly.
7. Certified that all funds under the scheme have been kept in the savings bank account and that no funds have been withdrawn from savings bank account and deposited in the Treasury temporarily".

There should be a separate bank account and only one account called the IAY Account at the DRDA. Multiple accounts for one scheme should not be opened nor should money belonging to two or more schemes be kept in a common account as these create complications while claiming 2nd installment of funds from GOI.

12. General instructions:

1. Each beneficiary should be furnished with a pamphlet showing the details of materials

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required for each house (Namely, No.of bricks, Cement bags, Steel for each stage of construction.

2. Whenever the certificate for the soil condition is issued by the Technical Authority care should be taken that the certificate for difficult soil is not given for good soil areas in order to get additional funds. This is irregular.
3. As per instructions issued by GOI display Board is provided indicating the IAY logo / year of construction and name of the beneficiary in each IAY house.
4. Instructions issued by DRD in Circular no.20001 /98/JVVT-2 dt.24.6.98, should be followed to ensure the quality of construction.
5. Soon after the roof concrete is laid application should be collected from each beneficiary and handed over to TNEB to provide single light under "One Hut Single Light" scheme and followed effectively.

13. Calendar of Events:-

The summary of various time schedules for the implementation of IAY is given below:-

1. Selection of Village Panchayats by the Collector.	Before	31.3.1999
2. Selection of IAY beneficiaries by Village Panchayats	-do-	30.4.1999
3. Grant of Technical sanction	-do-	15.5.1999
4. Finalising the number of houses constructed in plain soil & difficult soil	-do-	15.5.1999
5. Marking of a sites	-do-	31.5.1999
6. Completion of DRDA Audit for IAY for the previous financial year	-do-	30.6.1999
7. Submission of 2 nd installment claims to DRDA's Office	-do-	30.9.1999
8. Completion of works	-do-	31.3.2000

14. Collectors are requested to immediately communicate a copy of these instructions to the Presidents of all Village Panchayats and to all BDOs /ABDOs(Pts.), EE(RD), AEEs(RD), etc. (A Tamil copy of these instructions will be sent separately).

DIRECTOR OF RURAL DEVELOPMENT

To
All Collectors

3. IAY**ANNEXURE-I****TARGET UNDER IAY FOR 1999-2000**

Sl.No	Name of the District	No.of Houses	Allocation (Both Central and state)
1	Kancheepuram	2391	478.15
2	Thiruvallore	2918	583.56
3	Cuddalore	2721	544.28
4	Villupuram	4188	837.57
5	Vellore	2914	582.82
6	Thiruvannamalai	2587	517.40
7	Salem	1766	353.26
8	Namakkal	1356	271.28
9	Dharmapuri	1981	396.19
10	Erode	1513	302.68
11	Coimbatore	1672	334.43
12	The Nilgiris	278	55.69
13	Thanjavur	1726	345.22
14	Nagappattinam	2071	414.17
15	Thiruvarur	1775	355.07
16	Trichy	1473	294.62
17	Karur	756	151.15
18	Perambalur	1416	283.14
19	Pudukottai	1156	231.21
20	Madurai	1291	258.24
21	Theni	617	123.30
22	Dindigul	1467	293.42
23	Ramanathapuram	1170	234.05
24	Virudhunagar	1299	259.88
25	Sivagangai	850	169.97
26	Tirunelveli	1597	319.44
27	Thuthukudi	1168	233.66
28	Kanniyakumari	139	27.76
	TOTAL	46256	9251.61

(Amount indicated is exclusive of RCC Roofing cost)

ANNEXURE-II

PROFORMA FOR FURNISHING THE LIST OF BENEFICIARIES SELECTED UNDER IAY 1999-2000 BY THE TASK FORCE COMMITTEE

District _____ Block: _____ Village Panchayat: _____

1. No.of elected members in the village panchayat (including the President) :
2. No.of Members who participated in the Task Force Committee meeting :
3. No. of beneficiaries to be selected :
 (i) SC/ST :
 (ii) Non-SC/ ST :

4. Name(s) of the beneficiaries selected

SC/ST :-

- 1.
- 2.
- 3.
- 4.
- 5.
- etc.

Others:-

- 1.
- 2.
- 3.
- 4.
- 5.
- etc.

Certified that the beneficiaries have been selected conforming to the norms and also that

- (i) the selection was done in the presence of the Grama Sabha;
- (ii) all the persons selected are eligible and are in possession of house site pattas.

Signature of the Village
Panchayat President

Signature of the Village
Panchayat Members

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of ABDO(or his
nominee)