

Information under of Section 4(1)(b) of the Right to Information Act, 2005.

(i) the particulars of organization, functions and duties of the Ministry;

Organization:-

The Ministry of Housing & Urban Poverty Alleviation is headed by the Minister of State (Independent Charge). At the administrative level, the Ministry of Housing & Urban Poverty Alleviation is headed by a Secretary who is assisted by two Joint Secretaries. [Click for Organizational Chart of the Ministry.](#)

Functions and Duties

The following business has been allocated to the Ministry of Housing and Urban Poverty Alleviation:

1. Formulation of housing policy and programme (except rural housing which is assigned to the Department of Rural Development), review of the implementation of the Plan Schemes, collection and dissemination of data on housing, building materials and techniques, general measures for reduction of building costs and nodal responsibility for National Housing Policy.
2. Human Settlements including the United Nations Commission for Human Settlements and International Cooperation and Technical Assistance in the field of Housing and Human Settlements.
3. Urban Development including Slum Clearance Schemes and the Jhuggi and Jhonpri Removal Schemes. International Cooperation and Technical Assistance in this field.
4. National Cooperative Housing Federation.
5. Implementation of the specific programmes of Housing & Urban Poverty Alleviation, such as Nehru Rozgar Yojana (NRY), Urban Basic Services for the Poor (UBSP), and Prime Minister's Integrated Urban Poverty Eradication Programme (PMIUPEP).
6. All matters relating to Housing and Urban Development Corporation (HUDCO) other than those relating to urban infrastructure.

(ii) the powers and duties of officers and employees of the Ministry;

Powers and duties of officers and employees working in the Ministries of the Govt. of India are spelt out in Chapter III ("Machinery of Government") of the Central Secretariat Manual of Office Procedure published by the Department of

Administrative Reforms and Public Grievances of the Government of India. This Manual is available on the relevant Ministry's website ("darpg.nic.in"). As per the above Manual, function, powers and duties of officers and employees of the Department are as follows :

- (1) **Secretary** - Secretary is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry / Department, and his responsibility is complete and undivided.
- (2) **Joint Secretary** - The Joint Secretary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his Bureau subject to the general responsibility of the Secretary for the administration of the Bureau as a whole.
- (3) **Director / Deputy Secretary/** - Director / Deputy Secretary holds charge of a Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking orders of the Joint Secretary / Secretary on more important cases, either orally or by submission of papers.
- (4) **Under Secretary** - An Under Secretary is in charge of the Branch consisting of one or more sections / Desk and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.
- (5) **Section Officer** : Some of the important duties assigned to Section Officers are as follow:
 - A. General Duties -
 - (i) Distribution of work among the staff as evenly as possible;
 - (ii) Management and co-ordination of the work;
 - B. Responsibilities relating to Dak -
 - (i) to go through the receipts;
 - (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
 - C. Responsibilities relating to issue of draft -
 - (i) to see that all corrections have been made in the draft;
 - (ii) to check whether all enclosures are attached;
 - (iii) to indicate priority marking;

D. Responsibility of efficient and expeditious disposal of work and checks on delays -

(i) to keep a note of important receipts;

(ii) to ensure that cases are not held up at any stage;

(iii) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

E. Independent disposal of cases -

He should take independently action of the following types -

(i) issuing reminders;

(ii) obtaining or supplying factual information of a non-classified nature;

(iii) any other action which a Section Officer is authorized to take independently.

F. Duties in respect of recording and indexing -

(i) to approve the recording of files and their classification;

(ii) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;

(iii) Dealing with important and complicated cases himself;

(iv) Ensuring strict compliance with Departmental Security Instructions.

(6) Assistant / Upper Division Clerk - He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :-

(i) to see whether all facts open to check have been correctly stated;

(ii) to point out any mistakes or incorrect statement of the facts;

(iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;

(iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;

(v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

- (7) **Private Secretary / Personal Assistant/ Stenographer** - He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-
- (i) taking dictation in shorthand;
 - (ii) fixing up of appointments;
 - (iii) screening the telephone calls and the visitors in a tactful manner;
 - (iv) keeping a note of the movement of files;
- (8) **Lower Division Clerk** - Lower Division Clerks are ordinarily entrusted with work of routine nature, for example - registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

(iii) the procedure followed in the decision-making process, including channels of supervision and accountability;

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution define the authority, responsibility and obligations of each Ministry/Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify :

- a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
 - b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.
2. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher levels e.g., Section Officer/Under Secretary. Normal Channel of submission of papers is :-

Dealing Assistant > Section Officer > Under Secretary > Deputy Secretary/Director

3. Above the level of Deputy Secretary/Director, a case may be disposed of at one of the following levels depending on its nature:-
 - Joint Secretary
 - Additional Secretary/Secretary
 - Minister of State/Minister
4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Parliament Questions, appointment to Group "A" posts, foreign visits of Group "A" officers etc. are disposed of at the level of the Minister for State(HUPA).
5. Cases not falling under various categories mentioned in para 4 are disposed of at the level of Secretary/Additional Secretary or Joint Secretary, depending upon their nature. Very routine cases are disposed of at lower level also, eg., Deputy Secretary/Director or even Under Secretary.
6. In cases where appointment /sanction of grant-in-aid/scholarship etc. is to be done based on the recommendations of a Selection Committee /Grant-in-Aid Committee, etc., such recommendations are obtained and processed for final decision at the competent levels.
7. Generally, all expenditure decisions require concurrence of / consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.

(iv) the norms set by the Ministry for the discharge of its functions;

Wherever applicable, the Ministry follows norms for various items of work as laid down by concerned nodal Ministries/Departments/Organizations e.g. Ministry of Finance, Planning Commission, Ministry of Personnel, Public Grievances and Pensions, Central Vigilance Commission, Cabinet Secretariat, etc. In other cases, norms as laid down in guidelines/circulars etc. of the Department itself are followed, wherever applicable.

For day-to-day functioning of various Sections/Divisions, norms regarding time limits for disposal of important receipts are fixed by senior officers at dak stage wherever necessary. Time limit for disposal of various cases depends upon the nature of the files and the level of disposal. Cases, which require inter-ministerial consultation and reference to other Ministry(ies), tend to take more time.

- (v) **the rules, regulations, instructions, manuals and records held by the Ministry or under its control or used by its employees for discharging its functions;**

The Ministry of Housing & Urban Poverty Alleviation follows the instructions, rules and regulations issued by the concerned nodal Departments like Ministry of Finance, Planning Commission, Department of Personnel & Training, etc, wherever applicable. These general rules and regulations include General Financial Rules (GFR), Leave Rules, Rules on Advances to Government Servants, Delegation of Financial Powers, Central Services (Conduct) Rules etc.

- (vi) **a statement of the categories of documents that are held by the Ministry or under its control;**

1. Replies to Parliament Questions.
2. Annual Report of the Department.
3. Annual Reports and Audited Statements of Accounts of Autonomous Organizations, which are required to be tabled in Parliament by the Department.
4. Financial Sanctions.
5. Utilization Certificates furnished by State Governments and other bodies to whom grants are sanctioned by the Department.
6. Audit Reports.
7. Orders regarding appointments in respect of officers of Autonomous Organizations who are appointed by the Department.
8. Orders regarding nominations by Central Government on the Boards etc. of various Autonomous Organizations
9. Orders constituting Committees from time to time, and Reports submitted by such Committees.
10. Circulars and Office Orders issued from time to time.
11. Correspondence with other Departments/Bodies/Agencies/Persons.
12. Deputation Orders regarding foreign visits of Officers of the Department and of members of official delegations deputed by the Department.
13. Memoranda of Understanding/Contracts/Agreements executed with various agencies
14. Press Releases issued from time to time

Note :- The above is an attempt to list important categories of documents held by the Department. It is not however an exhaustive list.

- (vii) **a particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Ministry's policy or implementation thereof;**

Draft legislations/Policy documents under consideration, and Reports of various Committees, etc. submitted to the Ministry, are placed on the Ministry's website, from time to time, for inviting comments of the public.

- (viii) **a statement of Boards, Councils, Committees or other Bodies consisting of two or more persons constituted as a part of the Ministry or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

As present no such Boards, Councils, Committees or other Bodies exist.

- (ix) **a directory of officers and employees of the Ministry;**

[Click here to get the information.](#)

- (x) **the monthly remuneration received by each of Ministry's officers and employees, including the system of compensation as provided in its regulations;**

[Click here to get the information.](#)

- (xi) **the budget allocated to each of the Ministry's agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

For details click below

<http://www.ccamoud.nic.in>

- (xii) **the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Not applicable.

- (xiii) **particulars of recipients of concessions, permits or authorizations granted by the Ministry;**

Not applicable.

- (xiv) **details in respect of the information, available to or held by the Department, reduced in an electronic form;**

Detailed information about the Department is available on the website www.hupa.gov.in

- (xv) **the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

A Common Facilitation Counter of the Ministry of Housing & Urban Poverty Alleviation and Ministry of Urban Development is functional at Gate No. 2, C-Wing Nirman Bhawan, New Delhi 110001. Working Hours of the Counter are from 9.30 AM to 5.30 PM on all working days.

- (xvi) **Names, designations and other particulars of the Public Information Officers;**

[Click here to get the information.](#)

- (xvii) **such other information as may be prescribed; and thereafter update these publications every year;**

[Induction Material of the Ministry.](#)
