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INDUCTION MATERIAL

(DISTRIBUTION OF WORK AMONG VARIOUS DIVISIONS/SECTIONS)

MAY, 2007

GOVERNMENT OF INDIA
MINISTRY OF HOUSING & URBAN
POVERTY ALLEVIATION
(Nirman Bhawan, New Delhi)

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PART-I

Extracts from Government of India (Allocation of Business Rules, 1961)

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 Urban Employment and Urban Poverty Alleviation including other programmes evolved from time to time.
6. All matters relating to Housing and Urban Development Corporation (HUDCO) other than those relating to urban infrastructure.

PART-II

FUNCTIONS AND STRUCTURE OF THE MINISTRY OF HOUSING & URBAN POVERTY ALLEVIATION.

The erstwhile Ministry of Urban Development and Poverty Alleviation has been bifurcated into two Ministries viz. Ministry of Urban Development and Ministry of Urban Employment & Poverty Alleviation vide Presidential Notification No. CD-160/2004 dated 27.5.2004. Ministry was renamed, as Housing and Urban Poverty Alleviation vide Cabinet Secretariat Notification No. 1/22/1/2006-Cab.vol-II(I), dated 2.6.2006. M/o Housing & Urban Poverty Alleviation is headed by Secretary.

2. The functions of this Ministry are as follows: -

The Ministry of Housing & Urban Poverty Alleviation is entrusted with the responsibility of broad policy formulation and monitoring of programmes in the areas of housing and urban poverty alleviation. These are also essentially State subjects but this Ministry plays a co-ordinating and monitoring role and also supports these programmes through Centrally Sponsored Schemes.

Under its administrative control, the Ministry of Housing & Urban Poverty Alleviation has one Attached Office, two Public Sector Undertakings and three statutory/Autonomous Bodies.

3. The entries pertaining to the Ministry of Housing and Urban Poverty Alleviation in the Government of India (Allocation of Business) Rules, 1961 are given in Part-I of this Compilation.

4. The Sections / Divisions, common to both Ministries i.e. M/o UD & M/o HUPA, are given in Part-III.

4. The work handled by various Sections/ Divisions of the Ministry as indicated in Part IV.

5. The Organisational Chart of the Ministry indicating the distribution of work amongst the various officers under the Ministry is in Part V of this compilation.

PART-III

Sections/Divisions Common to Both Ministries i.e. M/o Urban Development and M/o Housing & Urban Poverty Alleviation

1. ADMINISTRATION – I SECTION

Subjects being dealt with :

1. All cadre matters relating to Section Officers (CSS) in this Ministry and its attached offices.
2. Establishment matters relating to the posts of Section Officer (CSS) in the Secretariat.
3. Establishment matters relating to the posts of Secretary / Addl. Secy., Joint Secretary, Director / Deputy Secretary and Under Secretary which are manned by officers belonging to organized services viz. IAS / CSS / other Central Services.
4. Matters relating to the appointments of Desk Officers.
5. Matters relating to the appointments to the posts of Director (OL), Deputy Director (Monitoring), Senior Analyst, Junior Analyst, Accounts Officer, Deputy Director (OL) and other isolated posts.
6. UPSC / SSC invigilation duty.
7. All cadre and establishment matters of Group 'A' officers of Central Public Health and Environmental Engineering Organisation of the Ministry.
8. Disciplinary cases of staff / officers of the Sectt.
9. Training matters in India and abroad (of administrative nature) of all Gazetted and Non-Gazetted officers in this Ministry.
10. All establishment matters relating to personal staff of UDM and MOS (UD)
11. All cadre matters relating to the posts of Sr. Principal Private Secretary, Principal Private Secretary and Private Secretary in this Ministry and its attached offices.
12. Establishment matters relating to the posts of Sr. Principal Private Secretary, Principal Private Secretary and Private Secretary in the Sectt. of this Ministry.
13. Maintenance of Punctuality in the Sectt. of this Ministry.
14. Forwarding of application of Gazetted Officers belonging to IAS / CSS / CSSS to different Ministries / Deptts. for deputation posts.
15. Processing of application for foreign assignment of officer belonging to IAS / CSS in the Sectt. of this Ministry and its attached offices.
16. All matters under the CCS (Conduct) Rules, 1964 in respect of all officers, including deputationists viz., intimation under Rule 18(3), examination of cases coming under Rule 18(2) and Rule 13 etc.
17. All matters under the AIS (Conduct) Rules, 1968 in respect of all officers in this Ministry.
18. Review of cases of all CSS / CSSS (Gazetted) Officers in this Ministry under FR 56(j).
19. Distribution of works among various officers in this Ministry.
20. Scrutiny and examination of proposals for grant of honorarium to officers and staff working in the Sectt.
21. All matters relating to issue of 'No Objection Certificate' for passports to officers.

22. Safe custody of diplomatic/official/ordinary passports issued to Govt. officials.
23. Matters relating to Annual Confidential Reports of all officers of CSS, CSSS, IAS and other officers including ex-cadre posts.
24. Preparation of lists of officers and distribution of Invitation cards for Independence Day, Republic Day Parade and Beating the Retreat.
25. Compilation of Annual Direct Recruitment Plan of the Min. of UD as well as Ministry of UEPA, attached/subordinate offices and other PSUS and Autonomous bodies of these Ministries.
26. All matters relating to the conduct of elections.

Documents, Files etc.

1. Personal File of Gazetted officers working in the Sectt.
2. Service Book of Gazetted officers working in the Sectt. including formal staff working in the Personal Section of the Minister.
3. Cadre files relating to Promotion/ACP/Pay fixation of Gazetted officers working in the Sectt. including formal staff working in the Personal Section of the Minister.
4. Roster Registers of Gazetted officers belonging to CSS, CSSS and General Central Services, Group 'A' Gazetted, Non-Ministerial (CPHEEO)
5. Recruitment Rule relating to Adviser (PHEE), Jt. Adviser (PHEE), Dy. Adviser (PHE), Dy. Adviser (Trg.), Asstt. Adviser (PHE), Scientific Officer, Acctt. Officer, OSD (MRTS).
6. Diary Register (English & Hindi), VIP Diary Register, File Open Register, File Movement Register, Peon Books (Sectionwise/CR/Hindi/Attached Offices).
7. Guarantee Register for NDMC Water/Electricity.
8. Personal File Register/Date of Birth Register/Increment Register/Service Book Movement Register.
9. Incumbency Register, Deputation Register, ACR Records Register containing the details of officer under Central Staffing Scheme in respect of Gazetted staff belonging to CSS/CSSS cadres.
10. Seniority List of Asstt. Adviser (PHE), CPHEEO.

List of Guard Files being Maintained :

1. Appointment of staff in the personal section of Ministers.
2. AIS (Discipline and Appeal) & DCRB.
3. AIS (Leave) – Amendment Rules.
4. AIS (Conduct) Rules.
5. Allocation of Business Rules.
6. Additional Increment – Grant of .
7. Backward Classes – Reservation regarding
8. Confirmation / Promotion
9. Commercial employment after retirement of Group 'A' officers.
10. Confidential Reports.
11. CCS Conduct Rules.
12. CGEGI Scheme, 1980.

13. CCS (CCA) Rules.
14. CCS (Revised Pay) Rules.
15. Creation of Posts.
16. Continuation of posts of Group 'A' and 'B' officers.
17. DPC – Orders.
18. Delegation of Powers.
19. Deputation / Delegation to the Govt. of India under Central Staffing Scheme.
20. Extension / Re-employment.
21. Education Institutions – Joining of
22. FR / SR.
23. Filling up short term vacancy in post of Under Secy. / Deputy Secretary.
24. Foreign Training / Assignment.
25. General Election.
26. CCS (Leave) Rules.
27. Leave Encashment.
28. No Objection Certificate for Passport.
29. Note for the Cabinet.
30. Official Language.
31. Office Procedure (Manual) – Instructions.
32. Ad-hoc promotion to decentralized Grade of CSS/CSCS/CSSS/Grade I.
33. Pension benefits.
34. Punctuality.
35. Pay fixation – on promotion from Under Secretary to Deputy Secretary of CSS officers – on promotion to S.O. / Private Secretary (CSS).
36. Parliamentary Assurances / Questions.
37. Pay Commission – 5th
38. Permanent absorption of Central Govt. Employees to the Autonomous Bodies.
39. Voluntary retirement.
40. Review Cases under FR 56 (j).
41. Resignation.
42. Recruitment Rules – Framing / Amendment of.
43. Seniority.
44. Surplus staff Re-employment.
45. Special pay to the officers of organized Group 'A' officers including IAS officers.
46. Verification of Character & Antecedents.

Section Officer	US (Admn.)	Director	Joint Secretary (UD&A)
Sh. Ravi Menon Tele. 23061437 Inter. 2347 Room No. 219-C	Sh S.N.Jasra 23061426 Room No 201-C	Sh. Vijay Kumar Sharma 23061979 3162 Room No 235-C	Sh. A.K. Mehta 23062309 2318 Room No 140-C

2. ADMINISTRATION II SECTION

Subjects being dealt with:

1. Preparation of Pay bills of all categories of officers/staff.
2. Drawing of Salary and Payment make through Bank.
3. Maintenance of G.P.F account of all categories of officers including IAS cadre.
4. Maintenance of Long/Short term advances Accounts.
5. Grant of advances in respect of GPF, Car advance, Scooter advance, Cycle advance, Festival advance, TA, LTC, Fan advance and Transfer TA.
6. Periodical review of performance of Budget.
7. Reconciliation of expenditure figures.
8. Annual Audit Inspection Report of the Secretariat proper and Ministry of UEPA and its follow-up action thereon.
9. Preparation of Budget of Secretariat and Deptt. of UE&PA.
10. Leave Salary contribution of Pension contribution of all cadres of staff on foreign services etc. and recording of certifications in the Service Books.
11. Parliament Questions relating to the expenditure in the Sectt.(Proper)and Deptt. of UE&PA.
12. Preparation of bills of TA/LTC, Honorarium, Children Education Allowance, OTA.
13. Issue of Exchange Vouchers.
14. Reconciliation of Accounts with Indian-Airlines/Air India.
15. Preparation of all contingent bills and grants-in-aid etc.
16. Submission of Reports& Returns.

List of Guard Files being maintained:

1. TA/DA.
2. LTC
3. Bonus
4. Expenditure Book
5. Dearness Allowance.
6. Orders relating to 5th Pay Commission.

Section Officer	Under Secretary	Director	Joint Secretary(UD)
Sh Roop Lal Tel. 23061227 Inter. 2351 Room No. 214-C	Sh K.G.Mohanta Tel. 23061426 Inter. 2390 Room No 209-C	Sh. Vijay Kumar Sharma Tel. 23061287 Inter. 2859 Room No 235-C	Sh.A.K.Mehta Tel. 23062309 Inter. 2318 Room No 140-C

3. ADMINISTRATION -IV SECTION

Subjects being dealt with:

1. All administrative and cadre matters relating to manning of Group 'B'(NG) and Group 'C' of CSS/CSCS/CSSS in the Sectt. and participating offices.
2. All administrative matters relating to non-CSS Group 'B'(NG) and Group 'C' personnel in the Sectt. including framing of Recruitment Rules for these personnel.
3. All Establishment matters(excluding pension, DCRG, Advances, Pay & Allowances) relating to Group 'B'(NG) and Group 'C' personnel of CSS/ CSCS/ CSSS and non-CSS Group 'B'(NG) and Group 'C' personnel in the Sectt.
4. Establishment and Cadre matters of Departmental Canteen Staff belonging to Group 'C'.
5. Appointment on compassionate grounds to the posts of LDC of the CSCS in respect of dependants of CSS/CSCS/CSSS and non-CSS staff in the Sectt.
6. Forwarding of applications of Assistants/LDCs for typewriting test.
7. Court cases filed by Group 'C' and Group 'B'(NG) staff in the Administrative Tribunal & High Court in respect of service matters.
8. Forwarding of applications for allotment of Govt. accommodation in respect of Non-Gazetted staff other than Group'D' staff working in the Sectt. and issue of guarantees for Water, Electricity charges.
9. Parliament Questions relating to matters handled by the Section.
10. Continuance of temporary posts excluding Group 'D' posts in the Sectt.
11. Review of cases under FR56 (j) in respect of all CSS/CSCS/CSSS personnel in the Sectt. and participating offices and non-CSS personnel in the Sectt.
12. Translation into English of all papers and documents received in the Sectt. in regional languages through the panel of Translators maintained.
13. Grant of Tuition Fee to the officers and all staff in the Sectt.
14. Service Book maintenance and its updated completion.

Documents, Files etc. maintained/in custody

1. Personal Files of Non-Gazetted staff working in the Sectt. other than formal staff working in the Personal Section of the Minister.
2. Service Books of Non-Gazetted staff working in the Sectt. other than formal staff working in the Personal Section of the Minister.
3. Cadre files relating to Promotion/ACP/Pay Fixation of Non-Gazetted staff working in the Sectt. other than formal staff working in the Personal Section of the Minister.
4. Roster Registers of Non-Gazetted staff belonging to CSCS,CSS,CSSS and Staff Car Driver.
5. Recruitment Rule relating to Staff Car Driver, Canteen Employees, Research Assistant, Accountant, Statistical Assistant, Senior Library & Information Assistant, D' man, Ferro Printer, Record Keeper, Despatch Rider.
6. Diary Register (English & Hindi), VIP Diary Register, File Register, File Movement Register, Peon Books (Sectionwise/CR/Hindi/Attached Offices).

7. Guarantee Register for NDMC Water/Electricity.
8. Personal File Register/Date of Birth Register/Index Register/Increment Register/ Service Book Movement Register.
9. Vacancy Register, Incumbency Register, Deputation Register in respect of non-gazetted staff belonging to CSS/CSSS/CSCS Cadres.
10. Tuition Fee Register.
11. Seniority List of Assistants/Steno. Gr 'C'/Steno. Gr 'D'/UDC/LDC/Staff Car Driver.

List of Guard Files being maintained:-

1. Appointment of Staff in Personal Section of Ministers.
2. AIS(Discipline & Appeal) &DCRB.
3. AIS(Leave)-Amendment Rules.
4. AIS(Conduct)Rules.
5. Allocation of Business Rules.
6. Addressing of communications to State Govts. Governors.
7. Additional increment-Grant of.
8. Budget.
9. Backward Classes-Reservation regarding.
10. CGHS.
11. Confirmation/Promotion.
12. Confidential Reports.
13. Conduct Rules(CCS).
14. CSS/CSSS/CSCS Rules.
15. CGEGIS, 1980
16. CCS(CCA) Rules.
17. CCS(R.P.)Rules/CCS(RSA)Rules, 1993.
18. Committees/Commissions/Councils/Boards-Nomination of MPs.
19. Creation of Posts.
20. Copy right Enforcement Advisory Council.
21. Court Cases/Judgement etc.
22. Compassionate Appointment.
23. Distribution of Work/Allocation.
24. DPC orders.
25. Delegation of Powers.
26. Deputation/Delegation.
27. Doubtful Integrity.
28. Disputes.
29. Disciplinary Action.
30. Departmental Enquiry-Appnt. Of Enquiry Officers/Presenting Officers.
31. Daily Allowances.
32. Ex-serviceman.
33. Extension/Re-employment.
34. Educational Institutions-Joining of.
35. Efficiency Bar.
36. FR/SR.

37. Foreign contribution(Regulation)-Amendment.
38. Foreign Investment Promotion Board.
39. Family Pension.
40. General Elections.
41. GPF Amendments.
42. GFR(General Financial Rules).
43. Grant of facilities to CPWD Staff.
44. Hindi Teaching Scheme.
45. HRA-Grant of.
46. Increment.
47. Indian Experts-orders.
48. LTC Facility.
49. Literacy Mission.
50. Litigation.
51. Leave(CCS)Rules/Leave Entitlement.
52. Leave Reserve-Increase of Percentage.
53. Medical Examination.
54. Misc. Instructions.
55. Maternity Benefits.
56. NOC for Passport.
57. Note for the Cabinet.
58. Night Duty Allowances.
59. National Commission for SCs/STs-Rules of procedure and Information booklet.
60. O.T.A.
61. Official Language.
62. Office Procedure(Manual)-Instructions.
63. Other Backward Classes.
64. Parliament Committee.
65. Pensions(CCS etc.)
66. Punctuality.
67. Pay Fixation/Stepping of Pay/4th Pay Commission.
68. Posting of Husband and Wife.
69. Physically Handicapped.
70. Parliament Assurances.
71. Public Grievances.
72. Pay Commission-5th.
73. Retirement/Superannuation.
74. Recruitment/Appointments.
75. Re-employment/Extension.
76. Relaxation/Concession of Age Limit.
77. Review cases under FR/Review of Policy of NBR.
78. Resignation.
79. Reconstitution of Public Investment Boards(PIB).
80. Recruitment Rules-Framing/Amendment of.
81. Security.
82. Strike.

83. SC/ST.
84. Standing Govt.Counsel.
85. Seniority.
86. Special Casual Leave.
87. Surplus Staff-Re-deployment.
88. Sportsmen-appointment of.
89. Speed Post Service.
90. S.I.U.(WSU)
91. Typewriting Test.
92. Training.
93. Temporary Service(CCS Rules).
94. UN Experts-Orders.
95. Upgradation of Posts.
96. Utilisation of holidays for journey period.
97. Verification of Character and Antecedents.
98. Welfare.

Section Officer	Under Secretary	Director	Joint Secretary(UD)
Sri. M.C.Saroha Tel.No.23062813 Internal:2348, Room No.219 -C	Sh K.G.Mohanta Tel.No.23061426 Internal:2390 Room No.209 -C	Sh. Vijay Kumar Sharma Tel.No.23061979 Internal:3162 Room No.235-C	Sri. A.K.Mehta, Tel.No.23062309 Internal:2318 Room No.140 -C

4. ADMINISTRATIVE VIGILANCE UNIT

Subjects being dealt with:

1. Vigilance cases of Group 'A' officers working in Attached/Subordinate offices.
2. All vigilance cases of Officers belonging to CSS, CSCS and CSSS working in the Ministry of UD and Ministry of UEPA.
3. Appeal of Group 'B' officers working in Attached/Subordinate offices where Secretary/President is the Appellate Authority.
4. Revision/Review Petitions of officers working in Attached/Subordinate Offices and where President is the Revisionary/Reviewing Authority.
5. Vigilance cases of officers of Public Sector Undertakings, Autonomous Bodies where President is the Appointing Authority.
6. Complaints received from the Anti-corruption Cell of PMO, CVC, CBI, etc.

Rules, Regulations, etc. used for discharge of functions:

1. Central Civil Services (Conduct) Rules, 1964.
2. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
3. Vigilance Manual, Vol.I
4. FR/SR
5. Instructions on Suspension.

List of Guard Files being maintained:

1. A.V. Series Circulars.
2. Instructions pertaining to Doubtful Integrity/Agreed List.

Under Secretaries	Director/Deputy Chief Vigilance Officer	Additional Secretary/ Chief Vigilance Officer
1. Shri P.K.Verma, US	Shri Mukul Chaturvedi,	Sri R.C.Mishra,
2. Shri Gulsan Lal, US	Director & Dy. CVO	Additional Secretary & CVO
3. Smt. John Mathew, US		
Tele : 23062743	23061630	23061787
Inter : 2353, 2354	2324	2312
R.No. 337-C	238-C	117-C

5. CENTRAL REGISTRY

Subjects being dealt with:

1. Receipt and distribution of Postal Dak / Registered Letters / Telegrams etc. to all Officers / Sections in both the Deptts. of the Ministry.
2. Receipt, Marking and Diarising of the dak received from all Ministries / Departments etc.
3. Despatch of postal communications received from Sections Divisions / Arbitrators Offices and offices of the Minister of UD / MOS (UE&PA).
4. Delivery of local dak to all the Ministries / Deptts.in Delhi / New Delhi, received from various Sections/Officers and Offices of Minister of UD / MOS(UE&PA).
5. Photocopying work received from various Sections.
6. Care-taking work -- Opening, closing and cleaning of rooms of Officers / Sections of the Ministry. Supervision of the work of Farashes / Safai Karamcharis.

The Central Registry functions under the Administration III Section.

Supervisor	Section Officer	Under Secretary	Director
Tele: 23062289	Sh. Gokul Nagarkoti 23061864	Sh K.G.Mohanta 23061426	Sh. Vijay Kumar Sharma 23061979
Inter:2364	2349	2390	3162
Room No.322-C	206-C	209-C	235-C

6. FINANCE DIVISION

Desk-I

Subjects being dealt with:

All financial matters relating to:

- (i) NURM (Sub-Mission on Basic Services for Urban Poor) including IHSDP & other schemes of Ministry of UEPA
- (ii) SJSRY
- (iii) Administration Division (Ministry)
- (iv) Coordination within Finance Division and circulation of general instructions of Ministry of Finance etc.
- (v) VAMBAY (Till it is subsumed in NURM)

Under Secretary	Director (F)	Joint Secretary & Financial Adviser
Shri R.P. Meena Tele. 23063485 Internal – 2382 Room No.324-C	Shri S.K. Sah, Tele. 23062280 Internal – 2328 Room No. 343-C	Dr R.K. Vats Tele. 23062792 Internal – 2310 Room No. 141 – C

Desk-II

Subjects being dealt with:

- (i) NURM (Sub-Mission on Urban Infrastructure & Governance) including UDISSMT & other schemes of Ministry of Urban Development.
- (ii) PSP Division (excluding purchase of paper & AMI)
- (iii) AUWSP / IDSMT / Mega City (till these schemes are subsumed in NURM)
- (iv) LSG / PHE
- (v) ERC Recommendations & follow-up

Desk Officer	Director (F)	Joint Secretary & Financial Adviser
Shri K. Ramachandran Tele. 23063485 Internal – 2385 Room No.324-C	Shri S.K. Sah, Tele. 23062280 Internal – 2328 Room No. 343-C	Dr R.K. Vats Tele. 23062792 Internal – 2310 Room No. 141 – C

Desk-III

Subjects being dealt with:

- (i) Delhi Division
- (ii) Works & UT Division
- (iii) Directorate of Estates
- (iv) Housing-III (as Branch Officer)

Under Secretary	DFA	Director (F)	Joint Secretary & Financial Adviser
Shri S.C. Bal Tele. 23063485 Internal – 2383 Room No.324-C	Shri V. K. Gupta Tele.23063303 Internal – 2329 Room No.342-C	Shri S.K. Sah, Tele. 23062280 Internal – 2328 Room No. 343-C	Dr R.K. Vats Tele. 23062792 Internal – 2310 Room No. 141 – C

Accounts Officer (Lands)

Subjects being dealt with:

- (i) L&DO
- (ii) Housing Division including BMPTC, CGEWHO, NBO
- (iii) All PSUs – HUDCO, NBCC, HPL
- (iv) Purchase of paper & AMI

Accounts Officer (Lands)	DFA	Director (F)	Joint Secretary & Financial Adviser
Shri Rajesh Aggarwal Tele. 23063485 Internal – 2385 Room No.324-C	Shri V. K. Gupta Tele.23063303 Internal – 2329 Room No.342-C	Shri S.K. Sah, Tele. 23062280 Internal – 2328 Room No. 343-C	Dr R.K. Vats Tele. 23062792 Internal – 2310 Room No. 141 – C

7. HINDI DIVISION

Subjects being dealt with:

1. Translation from English into Hindi & vice-versa of the following:
 - (i) All office orders, Notifications and Resolutions, Ordinary letters and D.O. letters.
 - (ii) Cabinet Notes.
 - (i) Monthly Summary for Cabinet.
 - (ii) Detailed Agenda and Minutes of Meetings of various Parliamentary Committees on various subjects attached with the Ministry, like Estimates Committee, Public Accounts Committee, Consultative Committee and Standing Committee, basic material to be submitted to these Committees, ATN on the recommendation of the Committee, replies to Audit Para's.
 - (iii) Parliament Questions/Answers, Assurances and Call attention Notices.
 - (iv) Review of PSU and other organisation's reports for Parliament.
 - (v) All the schemes run by the Ministry and guidelines thereto, VIP references, Messages speeches for PM/Minister/ Secretary/Joint Secretary, Hindi to English translation of various Communications,
 - (vi) Annual Report.
 - (vii) Performance Budget
 - (viii) Demand for Grants

Implementation of Official Language Policy of the Union of India:

2. Constitution of Hindi Salahakar Samiti and Organising meetings thereof, preparing Agenda papers & drafting of Minutes thereof and ATN on the decisions taken in the meetings.
 - (i) Preparation of Agenda Notes in respect of meetings of Central Hindi Committee Headed by Prime Minister and Central Official Language Implementation Committee Headed by Secretary, D/o Official Language, MHA and Action taken on the decisions taken in the meetings of these Committees.
3. Correspondence to various offices etc. of the Ministry & other Ministries/Departments on the basis of Minutes of H.S.S.
 1. Award Schemes for writing books in Hindi.
 2. Organisation of quarterly meetings of Official Language Implementation Committee of the Ministry and preparing agenda & minutes thereof and ATN on the decisions taken in the meetings.
 3. Action on the minutes of the meetings of the OLIC of the Ministry and directing the various attached and subordinate offices, Puss etc. in this regard.
 4. Preparation of material regarding progressive use of Hindi for inclusion in the Annual Report of the Ministry.
 5. Preparation of Annual Assessment Report on progressive use of Hindi in the Ministry for inclusion in Annual Assessment Report to be laid-down in Parliament by M.H.A.
 6. Preparing half yearly Progress Report on Hindi Teaching.
 7. Liaison with committee of Parliament on Official Language regarding inspection of various offices, participation in the inspection meetings, review of the material to be submitted to the Committee.

8. Implementation of Hindi Noting and Drafting Scheme and Shield Award Scheme and other similar schemes.
9. Work pertaining to O.L. inspection of various offices/Sections of the Ministry & preparing inspection.
10. Preparation and processing of Quarterly progress Reports regarding use of Hindi after getting details from each Section/Desk.
11. Nomination of Govt. employees for training for Hindi Language/Hindi Typing/Hindi Shorthand under the Hindi Teaching Scheme and matters relating thereto.
12. Implementation of Annual Programme regarding use of Hindi issued by M.H.A.
13. Processing cases of violation of various provisions of Official Language Act. & Rules.
14. Correspondence relating to publishing of Hindi Books/Periodicals.
15. Preparation Hindi Terminology for the subjects covered by the Ministry.
16. Proposal regarding creation of Hindi posts in the Ministry & its attached/subordinate offices & PSUs & statutory/Autonomous Bodies as per requirements of prescribed/revised norms in this regard.
17. Organising workshops at Secretariat & Offices level for imparting practical training of noting & drafting in Hindi on various administrative/technical subjects & preparing lessons therefore.
18. Organising Hindi Fortnight and various competitive events during Hindi Fortnight, in the month of September every year.
19. Preparing handy-help literature in Hindi on various subjects dealt with the Ministry for various Offices/Sections.
20. Review of QPRs of use of Hindi of all the Attached/Sub-ordinate offices, PSUs and autonomous bodies under the Ministry.
21. Action under O.L. Rule 12 by introducing & implementing various check points.
22. Preparing draft replies to Parliament Question on O.L. implementation for answer by our Ministry as well as M.H.A.
23. Attending the Central OLIC meetings headed by Secretary (Rajbhasha).
24. Attending Quarterly OLIC meetings of all the offices under the Ministry.
25. preparing the speeches in Hindi for the Hon'ble Minister, MOS & the Secretary to be delivered by them in public functions on various occasions as well as at the time of addressing various conferences.
26. Processing of various complaints received from different agencies regarding violation of various provisions of O.L. Act.
27. Action regarding notifying the offices of all attached/subordinate offices/PSUs under Rule 10 (4) and 8 (4).

	Asstt. Director (OL)	Deputy Director (OL)	Director (OL)	Joint Secretary (UD)
	Sh. J. R. Pauri		Smt. Madhu Goswami	Sh. A.K.Mehta
Tele. No.	2306 3898	2306 1682	2306 2374	2306 2309
Inter. No.	2355	2335	2342	2318
Room No.	202-C	339-C	340-C	140-C

8. JCM / WELFARE CELL

Subjects being dealt with:

JCM CELL

1. Nomination of staff side members in the National Council (JCM) against two seats allocated to this Ministry.
2. Approval of agenda items suggested by the staff side for the meeting of the Departmental Council (JCM).
3. Minutes of the meeting of the Departmental Council (JCM).
4. Acceptance of nomination of Staff Side members in the Departmental Council (JCM).
5. Approval of agenda items suggested by the Staff in minutes of the meeting of the Office Council (JCM) of this Ministry.
6. Acceptance of nomination of staff side members in the Office Council (JCM) of this Ministry.
7. Forwarding material called for by the DP&T for consideration by the National Council (JCM) Committee of the National Council (JCM) after collection from various Divisions / Offices.
8. Forwarding briefs / action taken notes in respect of items relating to the M/o UD&PA for the meeting of the National Council(JCM) received from concerned Divisions / offices of the Ministry.
9. To examine the action taken by the Department concerned in respect of Compulsory Arbitration Cases in the Departmental Council (JCM), if the disagreement is recorded.
10. Examine the dispute between Unions / Associations, if fall under the purview of JCM Scheme.

WELFARE CELL

11. All the matters regarding Departmental Canteen in which financial implications in respect of Canteen funds are involved.
12. Misc. routine matters i.e., day-to-day work of the Departmental Canteen, quality control, purchase of utensils etc.
13. Holding of the meetings of the Managing Committee of the Departmental Canteen.
14. Misc. representations on the staff matters of the employees of the M/o UD&PA and its attached / subordinate offices.
15. Grant of Special Casual Leave for participation in the Games / Tournaments.
16. Release of grant-in-aid to the Recreation Clubs of the M/O UD&PA and its attached / subordinate offices located at Delhi.
17. Various staff Welfare activities.
18. Implementation of Family Welfare Programmes.
19. Benevolent Fund.

Guard files being maintained:

1. Guard file for important circulars relating to JCM Scheme.e.g., formulating rules for Unions / Associations recognition of Unions etc.
2. Important circulars regarding Welfare matters of the Officers of the CSS – The guard file has been maintained for this purpose.
3. In addition JCM / Welfare Cell is also handling the work of Protocol pertaining to this Ministry.

Section	Director	Joint Secretary
JCM Cell / Welfare	Sri. J.P.Agarwal	Sri. A.K.Mehta
Tel. 23013485	23061425	23062309
Inter. 2386	2346	2318
Room.No.324-C	313-C	140-C

9. LIBRARY

The Ministry of Urban Development Library functions as the Central research and reference Library and caters to the need of all the Divisions/Sections of the two Ministries. It has a collection of more than 35,000 books, and receives more than 160 types of news papers/magazines annually.

The Library functions under the Administration III Section.

Library In-charge	Section Officer	Under Secretary	Director
Sh Sandeep Singh Tele: 23061618 Inter:2366 Room No.303-C	Sh. Gokul Nagarkoti 23061864 2349 206-C	Sh. K.G.Mohanta 23061426 2390 209-C	Sh. Vijay Kumar Sharma 23061979 3162 235-C

10. PARLIAMENT SECTION

Subjects being dealt with (Parliament Section is dealing with the work pertaining to both the M/o UD and M/o UEPA):

1. Monitoring of Parliamentary work i.e., Question, Calling attention Motion, etc.
2. Monitoring of Parliamentary Assurances.
3. Monitoring of matters raised under Rule 377 in Lok Sabha and as a special Mention in Rajya Sabha.
4. Legislative Business.
5. Monitoring of recommendations of Parliamentary Committees other than Financial Committees and Standing Committee.
6. Holding of Meetings of the Consultative Committee attached to the Ministry of Urban Development.

List of Guard Files being maintained:

1. Manual for Handling Parliamentary Works in Ministries.
2. Various Instructions files such as Parliament Questions; Parliamentary Assurance; Matters raised; Laying of papers in Lok / Rajya Sabha; etc.

Section Officer	Director	Joint Secretary
Sh Bharat Singh	Sri. J.P.Agarwal	Sri. A.K.Mehta
Tel. 23061253	23061425	23062309
Inter 2362	2346	2318
RoomNo.319-C	313-C	140-C

PART-IV

1. ADMINISTRATION SECTION, M/o HUPA

Subjects being dealt with:

1. Appointment matters and all personal matters of staff of MoS (I/C) H&UPA
2. Forwarding of application for deputation/training, internal transfers and posting of all officers in the Ministry of H&UPA
3. Filling up of the posts on deputation basis in the Ministry.
4. Sanction of Motor Car, Scooter, Computer Advance etc.,
5. Sanctions regarding expenditure from OC/OE heads
6. Telephone installation, telephone bill payments etc.
7. Contingent expenditure, canteen bills etc,
8. Issue of Identity Cards
9. Petrol for Government Cars and their maintenance
10. Procurement and purchase of stationary items
11. Procurement and purchase of office equipment and Computers
12. Sanction for reimbursement for tuition fees
13. Attestation of application forms by Head of Office,
14. Reimbursement of medical claims.

Section Officer (Admn.)	Under Secretary. (Adm)	Director (Admn &Coord.)	Jt. Secretary (H)
Sh. S.C.Verma Tel: 23063631 Internal 2413 Room No. 201-C	Shri R.K.Kumania Tel.23062127 Room No. 204-C	Smt. Sharda P Meshram Tel.23062923 Internal 2343 Room No. 333-C.	Shri S.K. Singh Tel. 23061665 Internal 2314 Room No. 114-C.

2. COORDINATION SECTION

1. Monthly report for Cabinet on important events.
2. Monthly report about implementation of decision of the Cabinet / Cabinet Committee(s).
3. Annual report - Compilation and arrangement of information, printing, delivery, distribution.
4. Co-ordination work in relation to comments on Draft Cabinet Notes and State Bills received from Other Ministries.
5. Compilation and forwarding of material for President's address to both Houses of Parliament during Budget Session. Legislative proposals for inclusion in the President's address.
6. Collection of information on matters relating to Committee of Cabinet / Group of Ministers etc.
7. Circulation of Vacancy notices for foreign assignments, training programme in foreign countries including rules regarding deputations/delegations abroad (except those pertaining to Housing)
8. Circulation of orders on establishment matters eg. D.A., Bonus, Pay, Deputation, CR, Leave, Staff Car, GPF, LTC, TA, CGECIS, Allowances etc.
9. Orders and Instructions on matters relating to Allocation of Business Rules, Transaction of Business Rules and Warrant of precedence.
10. Co-ordination of reports and returns in respect of physically handicapped, SC / ST & OBCs.
11. Quarterly returns on letters received from MPs/VIPs.
12. Republic Day / Independence Day Celebrations- collection information and Distribution of Invitation Cards and other work relating to the two celebrations.
13. Observance of National Integration Week, Anti Terrorism Day and Sadbhawana Diwas. Armed forces Flag Day, Red Cross Flag Day, NFCH Flag Day, Civil Defence and Home Guards, Fire Services Day – collection of voluntary donations.
14. Reports/Returns – Co ordination of other incoming and outgoing periodical reports.
15. Parliament Questions / Assurances requiring Co-ordination work between more than two divisions.
16. Court Cases – Location of concerned Section/Office when particulars are not clear.
17. Decision regarding handling of disputed receipts
18. Materials regarding Prime Minister's address to the Nation.
19. Co ordination work relating to Right to Information Act.
20. All Matters relating to the Website of the Ministry, updating of website etc.
21. Co-ordination works relating to Modernisation and Computerisation of the Ministry.
22. Computer training of the officials of the Ministry.
23. Matters relating to Security, viz. departmental Security Instructions, ministerial war Book, Security Inspections and return on safe custody of "Top secret Seal".
24. Preparation of Organisation Chart of the Ministry.
25. Preparation and distribution of Induction Material and Channel of Submission of the Ministry.
26. ACC Appointments – Periodical Returns.
27. All matters which needs collection and compilations of information from two or more sections of the Ministry.
28. Nomination for various awards such as Shram Awards, Padma Award, Indira Priyadarshini, Vrikshamitra Awards etc.

29. Compilation of data regarding achievements of the Ministry etc. for furnishing to the PMO / PIB etc.
30. Coordination Section circulates instructions/ orders received from Nodal Ministries etc for information /guidance/ compliance of the Sections/Divisions etc in the Ministry. Since no original instructions/orders generate from the Section there is no necessity for maintaining Guard Files.

Section Officer (Coord)	Deputy Director (Monitoring)	Director (Admn & Coord.)	Joint Secretary(H)
Shri S.C.Verma Tel. 23061236 Int. 2338. Room N o. 204 “C”	Dr. Santosh Kumar Tel: 2306 2252 Inter. 2317 Room No. 220-C	Smt. Sharda P Meshram Tel.23062923 Internal 2343 Room No. 333-C	Shri S.K.Singh Tel. 23061665 Int. 2314 Room.No. 114”C”

3. BUDGET SECTION

Subjects being dealt with:-

1. All work relating to Demand No. 55 – Ministry of HUPA
2. **All work including re-appropriation and Supplementary Demands in respect of Demand No. 55.**
3. All work relating to Standing Parliamentary Committee including Study tours.
4. Monitoring of Expenditure.
5. Finance Minister's Budget Speech.
6. Vote on Account.
7. Furnishing of materials for Annual Reports of the Ministry.
8. Annual & Five Year Plan.
9. Zero Based Budgeting & I.E.B.R.
10. Finance Commission – Information required by.
11. Economic Survey.
12. Performance and Outcome Budget.
13. Half-Yearly Performance Review by Planning Commission.
14. Draft, C&AG & PAC Paras / recommendations.
15. **Loans and Advances Budget.**
16. All Reports and returns.
17. Guard Files on allocated subjects.

Channel of Submission

Section Officer (Budget)	Deputy Secretary (Budget)	Chief Controller of Accounts	Financial Adviser
Sh. Pradeep Kumar Tel. 23061528 EPABX: 2358 Room No. 220-C	Sh. Ramesh Kumar Tel. 23062850 EPABX: 2344 Room No. 334-C	Sh. J.P.S. Chawla Tel. 23061440 EPABX: 2180 Room No. 111-B	Dr R.K. Vats Tele. 23062792 Internal – 2310 Room No. 141 – C

4. HOUSING SECTION

Subjects being dealt with:

- 1) All Administrative / Financial matters relating to HUDCO & HSMI including court cases relating to housing sector.
- 2) All UNCHS (UN-HABITAT matters. Examination of various proposals and processing contribution to UN-Habitat.
- 3) All matter relating to National Housing and Habitat Policy-Formulation, implementation, review etc.
- 4) MOU's with other countries for co-operation in Housing & Human Settlement.
- 5) Model Apartment Ownership Bill and examining State Apartment Ownership Bills with respect to the Model Bill.
- 6) All matters relating to Real Estate Development relating to Housing.
- 7) All matters relating to fiscal concession in the Housing sector, their examination and sending consolidated proposals to Ministry of Finance.
- 8) Follow up action on the decision taken in the Asia Pacific Ministerial Conference.
- 9) Organisation of Housing Ministers' Conference at National Level and follow up action in consultation with State Govts.
- 10) Matters relating to Budget/Action Plan/Parliament Question/Audit Paras/Court Cases on the subjects being dealt with by the Section.
- 11) Two Million Housing Programme (Monitoring and compilation of reports).
- 12) Night Shelter Scheme (residual work).
- 13) Residual work relating to URIF.
- 14) Matters relating to Subsidized Industrial Housing Scheme including court cases.
- 15) All matters relating to Public Private Partnership in housing.
- 16) Matters relating to Building Centre Scheme (residual matters).
- 17) Research / Study proposals relating to Housing matters.
- 18) All matters pertaining to Housing Section in respect of material for speech of President, Prime Minister, Finance Minister.
- 19) All matters relating to calamities relief matters and disaster management, etc.
- 20) Housing Financing — FDI / NRI investment.
- 21) Externally aided projects, kfw/ OECF/World Bank assistance in housing.
- 22) Policy note on interest subsidy in housing sector.
- 23) Matters relating to NAREDCO, CREDAI, CII, FICCI, ASSOCHAM, PHD Chambers of Commerce and any other association relating to housing sector.
- 24) Examination and processing of Habitat Day awards including Dubai International Awards.
- 25) Holding World Habitat Day and preparation of agenda papers and making all arrangements.
- 26) Parliament Question, matters relating to Parliamentary Committee, Special Mention, court cases, updation of website relating to above subjects.

Section Officer (H)	Under Secretary (H)	Director (Housing)	Joint Secretary (H)
Shri Vijay Srivastava Tel: 23061039 EPABX: 2360 Room No: 220-C	Sh. Yash Paul Tel: 23061285 EPABX: 2341 Room No.323-C	Shri Pankaj Joshi Tel: 23061206 EPABX: 2303 Room No: 218-C	Shri S.K.Singh Tel: 2306 1665 EPABX: 2314 Room No. 114-C.

List of Guard Files being maintained
(Housing Section)

1. Guard File on HUDCO matters, important instruction from Cabinet Sectt./D.P.E./DoP&T etc.
2. Guard file on Pension Rules / FRs / SRs and other rules concerning administrative matters.
3. Guard Files on instructions concerning depositions / delegations abroad.
4. Folder of Guidelines / instruction regarding Night Shelter / Building Centres Scheme.
5. Registers relating to references from Cabinet Sectt. /VIP etc., Parliamentary matters, PMO.
6. Running notes / summaries of important cases.
7. Maintenance and updating of Status notes on Housing, Housing Finance, Building materials & Technology, fly-ash utilization, Customs / excise exemptions for innovative building materials, I.T. exemptions for Housing etc.
8. Maintenance of MIS sheets on HUDCO financed schemes including Action Plan schemes.
9. Preparation and maintenance of audio-visual materials concerning Housing, through HUDCO, BMTPC, NBO etc.
10. Guard file on preparation of notes for Cabinet Committee of Secretaries.
11. Guard file on deputation/ delegation abroad.
12. Guard file on financial matters.
13. Guard tile on LIC/GIC allocation.
14. Guard file on scheme for NRI/PIO/OCB investment in housing and real estate sectors.

5. AA SECTION

Subjects being dealt with:

1. All Administrative & financial and other routine matter of HPL.
2. All Administrative & Financial and other routine matter of BMTPC.
3. All Administrative & Financial and other routine matter of NCHF.
4. All Administrative & Financial and other routine matter of CGEWHO.
5. Matters relating to customs duty exemption.
6. Matters relating to Common Wealth Local Govt. Forum (CLGF).
7. Matters relating to foreign training/deputation/workshop.
8. Matters pertaining to State Housing Boards.
9. Matters relating to Budget/Action Plan/Parliament Question/Audit Paras/Court cases on the above subjects.

Section Officer (AA)	Under Secretary (AA)	Deputy Secretary (AA)	Joint Secretary H)
Shri Sudip Dutta Tel: 2306 3032 EPABX: 2359 Room No. 220-C	Smt Shobana Pramod Tel: 23063029 Room No. 218-G.	Sh S. Sasi Kumar Tel: 2306 1524 EPABX: 2333 Room No. 333-C.	Shri S.K.Singh Tel: 2306 1665 EPABX: 2314 Room No. 114-C.

6. URBAN POVERTY ALLEVIATION SECTION (UPA)

All matters pertaining to:

- Urban Poverty Alleviation, Livelihood Development and Employment Programmes for the Urban Poor including Swarna Jayanti Shahari Rozgar Yojana (SJSRY).
- Projects under 10% Lumpsum Provision for the NER including Sikkim.
- UNDP Project: National Strategy for the Urban Poor (NSUP).
- National Core Group on Urban Poverty and Other Expert Groups/ Task Forces dealing with Urban Poverty Alleviation and Urban Employment.
- Coordination with Social Sector Ministries viz. Health, Education, Labour & Employment, Women & Child Development, Small Scale Industries, Social Justice and Empowerment, Minority Welfare etc.
- Micro-Finance in Urban Areas; Credit for Micro-enterprises, Self-Help Groups.
- Capacity Building for Urban Poverty Alleviation and Livelihood Development; Research, MIS and Documentation of Best Practices.
- Coordination with JNNURM Division on 7-Point charter relating to Education, Health & Social Security.
- International Cooperation Programmes other than those related to JNNURM.
- Miscellaneous Matters relating to Urban Poverty, Employment, Skill Development, Community Empowerment etc.

CHANNEL OF SUBMISSION

Section Officer	Under Secretary	Director(UPA)	Joint Secretary
Sh S.K.Tripathi Tel. 23062098 Inter 2379 Room No.215-B	Sh S.L.Meena Tel. 23061185 Inter 2387 Room No.215-B	Sh Mukul Chaturvedi Tel. 23061630 Inter 2324 Room No.238-C	Dr. P.K.Mohanty Tel. 23061419 Room No. 116-G

7. UNORGANISED SECTOR DEVELOPMENT (USD SECTION)

Subjects being dealt with in the Section

1. Urban unorganized/informal sector,
2. National Policy on Urban Street Vendors,
3. National Slum Policy-agenda for inclusive cities,
4. Inclusive urban planning and infrastructure,
5. All residual matters of VAMBAY and NSDP,
6. Task Force on Land Tenure; campaign for security of tenure,
7. Slum census, state/city slum data/poverty profiles & slum mapping,
8. Pro-poor governance including resource mobilization for slum development and urban poverty alleviation,
9. RTI matters related to UPA Division,
10. Coordination with JNNURM Division on 7-point Charter relating to land tenure, affordable shelter, water and sanitation,
11. Miscellaneous matters relating to slums, affordable housing, decentralized planning etc.

List of Guard Files being maintained:

- (i) Guard file relating to meetings, conferences, etc.
- (ii) Guard file on Parliament matters.
- (iii) Guard file on miscellaneous matters/important Circulars.
- (iv) Guard file on Parliament Questions and replies.
- (v) Guard file on financial sanction issued.

Section Officer	Under Secretary	Director	Joint Secretary
Sh. Kumar Manoj Kashyap Tele. 23062098 Inter. 2379 Room No. 215-B	Sh. S.L. Meena Tele. 23061185 Inter. 2307 Room No.215-B	Sh. Mukul Chaturvedi Tele. 23061630 Inter. 221/2324 Room No. 238-C	Dr.P.K. Mohanty Tele. 23061419 Inter. -- Room No.116-G

8. JAWAHAR LAL NEHRU NATIONAL URBAN RENEWAL MISSION
(JNNURM) DIRECTORATE

1. All matter relating to Basic Services to the Urban Poor (BSUP) and Integrated Housing & Slum Development Programme (IHSDP).
2. Scrutiny of project proposals of BSUP and IHSDP.
3. Approval of projects by Central Sanctioning and Monitoring Committee (BSUP) and Central Sanctioning Committee (IHSDP).
4. Recommendation of Additional Central Assistance under BSUP and IHSDP (release by Ministry of Finance)
5. Information, Education and Communication activities under BSUP and IHSDP
6. Seminars/workshops/conferences on BSUP/IHSDP and related subject matters.
7. Training and capacity building programme on BSUP and IHSDP related matters.
8. High Level Committee on BSUP & IHSDP.
9. World Bank/external assistance on matters related to slum development.
10. Socio-economic research.
11. Budget matters.
12. Related parliamentary matters.
13. Administrative matters of JNNURM Directorate.
14. Monitoring of implementation of BSUP/IHSDP
15. MIS on BSUP & IHSDP
16. State level Steering Committee/State level Co-ordination Committee under BSUP/IHSDP.
17. National Steering Group on JNNURM.
18. Memorandum of Agreement under BSUP and IHSDP.

Channel of submission

Accounts Officer Ms. Philomena Raphael	Deputy Director (BSUP) Sh. M. Jayachandran Tel. 23061519 Room No. 223-G wing	Deputy Secretary (JNNURM) Sh. Vivek Nangia Tel:- 23062279 Room No. 219-G Wing	Joint Secretary (JNNURM) Dr. P.K. Mohanty 23061419 116-G
SO (IHSDP) Sh. Devendra Singh Tel. 23061518 Internal 2987 Room No.223 G- wing	Under Secretary (IHSDP) ----- Tel. 23061518 Room No.223 G- wing	Deputy Secretary (JNNURM) Sh. Vivek Nangia Tel:- 23062279 Room No. 219-G Wing	Joint Secretary (JNNURM) Dr. P.K. Mohanty Tel : 23061419 Room No 116-G
	Research Officer (JNNURM) Umraw Singh Tel.23061174 Room No.202-G	OSD (JNNURM) Shri DPS.Negi Tel.23061692 Room No.210-G	Joint Secretary (JNNURM) Dr. P.K. Mohanty Tel : 23061419 Room No 116-G

List of Guard files being maintained in the Directorate of BSUP under JNNURM

1. Guard file on JNNURM.
2. Guard file on Data.
3. Guard file on RTI.
4. Guard file on Standing Instructions.
5. Guard file on Parliament matters.
6. Guard file on Sanction/release of funds under BSUP & IHSDP

9. LOW COST SANITATION (LCS) SECTION

Main Items being Handled by LCS Section:-

1. To deal with the Centrally Sponsored schemes of the Ministry viz. Integrated Low Cost Sanitation Scheme (ILCS),
2. All matters relating to “The Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993”,
3. To prepare notes and papers relating to ILCS scheme on demand of PMO and Cabinet Secretariat and also for use at different levels inside and outside the Ministry,
4. To deal with the matters relating to bodies/organizations like National Safai Karamcharis Commission (NCSK), National Safai Karamcharis Finance and Development Corporation (NSKFDC), Schedule Castes Development Corporations (SCDCs) etc.
5. To monitor the progress of implementation of National Action Plan for Total Eradication of Manual Scavenging by 2007.
6. To Liaison with the State Govts. /Local Bodies/Central Ministries for proper coordination and implementation of the scheme,
7. Parliament Work,
8. To monitor the progress and performance of ILCS schemes in the State/UTs,
9. Analysis and comments on the technical papers received in the Ministry relating to ILCS scheme,
10. To organize meetings/conferences with the State Secretaries (UD/Welfare/ SJ&E) in the Ministry to review the performance of ILCS scheme,
11. To prepare replies to Audit & PAC paras connected with the schemes including coordination with other Ministries/Organizations,
12. To attend meetings of Secretary (HUPA), and in other Ministries on matters relating to the scheme and to ensure proper follow up action,

Channel of Submission

Under Secretary (LCS)	Director (Housing)	Joint Secretary (H)
Smt. Lila Chandran Tel: 23062910 EPABX: 2970 Room No: 221 G	Shri Pankaj Joshi Tel: 23061206 EPABX: 2303 Room No: 218-C	Shri S.K.Singh Tel: 2306 1665 EPABX: 2314 Room No. 114-C.

10. MONITORING CELL

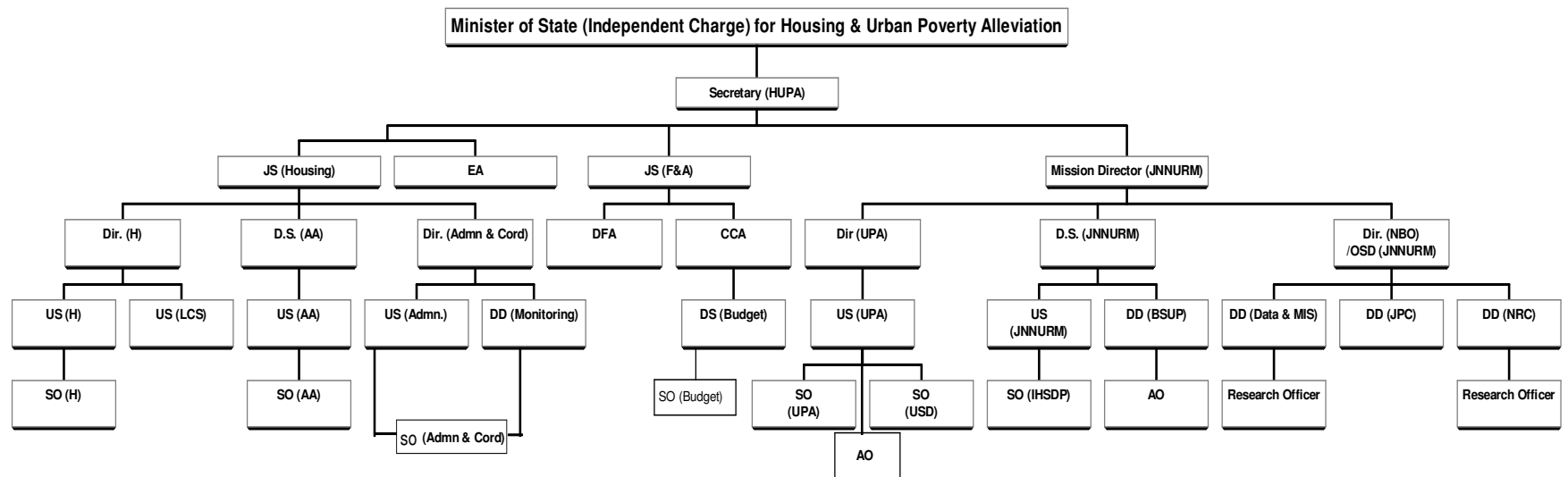
Subjects being dealt with:-

1. Monitoring of Points:-

- I) Garibi Hatao (Poverty Eradication)**
With Item No. (6) to deal with urban poverty “Swaran Jayanti Shehari Rojgar Yojana”
 - II) Subke Liya Awaas (Housing for all)**
With item No. (21) EWS/LIG Houses in Urban Areas
 - III) Basti Sudhar (Improvement of Slums)**
With Item No. (49) Under 7 Point Charter.
(1) Security of land tenure for urban poor (2) Affordable housing (3) Water supply (4) Sanitation (5) Education (6) Health (7) Social Security.
2. West Bengal Refugees Rehabilitation Scheme.
 3. Implementation of Rights to Information Act, 2005.
 4. Parliamentary matters.

Deputy Director (Monitoring)	Director(Admn & Coord)	Joint Secretary (H)
Dr. Santosh Kumar Tel: 2306 2252 Inter. 2317 Room No. 220-C	Smt. Sharda P Meshram Tel.23062923 Internal 2343 Room No. 333-C	Sh. S.K. Singh Tel: 2306 1665 Inter: 2314 Room No. 114-C

Organisational Chart of Ministry of Housing & Urban Poverty Alleviation



1. HUPA -Housing & Urban Poverty Alleviation, 2. JNNURM-Jawaharlal Nehru National Urban Renewal Mission, 3. NBO -National Buildings Organisation, 4. BSUP -Basic Services of Urban Poor, 5. IHSDP - Integrated Housing Slum Development Programme, 6. FA -Finance Adviser, 7. H - Housing, 8. CCA -Chief Controller of Accounts,9. DS - Deputy Secretary, 10. UPA -Urban Poverty Alleviation, 11. Admn -Administration,12. ILCS -Integrated Low Cost Sanitation 13. A.O. – Account Officer, 14. DFA – Deputy Financial Adviser, 15. EA – Economic Advisor, 16. DD – Deputy Director