

**IMMEDIATE/BY FAX**

F. No N-11011/43/2015- HFA-3 (FTS 13849)

Government of India

M/o Housing & Urban Poverty Alleviation  
(HFA Directorate)


Nirman Bhawan, New Delhi  
Dated the 23<sup>rd</sup> September, 2015

**OFFICE MEMORANDUM**

**Sub: Minutes of the 1<sup>st</sup> meeting of the Central Sanctioning-cum-Monitoring Committee (CSMC) for HFA (Urban) Mission of Pradhan Mantri Awas Yojana (PMAY).**

The undersigned is directed to forward herewith a copy of the minutes of the 1st meeting of the Central Sanctioning-cum-Monitoring Committee (CSMC) for Housing for All (Urban) Mission of Pradhan Mantri Awas Yojana (PMAY) held on 17.09.2015 at New Delhi with Secretary, Ministry of Housing & Urban Poverty Alleviation in the chair, for information and necessary action.

Encl: As above

  
(Vinod Gupta)  
Under Secretary to the Govt. of India  
Tel: 011- 23062859

To

Members of the CSMC  
and Participants (as per list attached)

### **Members of the CSMC**

- 1) Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi
- 2) Secretary, Department of Expenditure, Ministry of Finance, North Block, New Delhi.
- 3) Secretary, Ministry of Social Justice and Empowerment Shastri Bhavan, New Delhi.
- 4) Secretary, Department of Health and Family Welfare, Nirman Bhawan, New Delhi.
- 5) Secretary, Department of Financial Services, Ministry of Finance.
- 6) Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi
- 7) Secretary, Ministry of Minority Affairs, Paryavaran Bhawan, New Delhi
- 8) Joint Secretary (UPA), MoHUPA.
- 9) Joint Secretary (Housing), M/o HUPA
- 10) Joint Secretary and Financial Adviser, Ministry of U D & M/o HUPA, Nirman Bhavan, New Delhi.
- 11) Mission Director (Smart Cities), MoUD.
- 12) Joint Secretary & Mission Director –in charge of HFA, MoHUPA

**Minutes of the 1<sup>st</sup> meeting of Central Sanctioning –cum- Monitoring Committee (CSMC) for Housing for All (Urban) Mission of Pradhan Mantri Awas Yojana (PMAY) held on September 17, 2015**

The 1<sup>st</sup> meeting of the Central Sanctioning-cum- Monitoring Committee (CSMC) for Housing for all (Urban) Mission of Pradhan Mantri Awas Yojana (PMAY) was held under the Chairpersonship of the Secretary, Ministry of Housing and Urban Poverty Alleviation on *17<sup>th</sup> September, 2015 at 10.30 A.M.* in Conference Hall, Room No: 120, G-Wing, Nirman Bhawan, New Delhi. The list of participants is enclosed at **Annexure - I.**

2. Joint Secretary and Mission Director (HFA) welcomed the Chairperson and other Members of the Committee and informed the Committee about the initiatives taken by the Mission Directorate to roll out the Mission activities and briefed the Committee about the issues in the agenda for consideration. Thereafter, the Committee considered the agenda one by one as under:

**3. Agenda 1: Review of Progress of various activities under Housing for All (Urban) Mission.**

4.1 A presentation was made on the progress of HFA Mission activities since its launch. The presentation covered status of MoA signed with States, MoUs signed between PLIs and CNAs, SLNA identified, SLSMC established, cities selected, IITs & NITs and Planning & Architectural Institutions which has shown interest to associate with Technology Sub-Mission and NRCs for undertaking capacity building programmes under the Mission.

**4. Agenda Item No: 2. Approval of financial norms for various Capacity Building and other administration activities under Housing for All (Urban) Mission:**

4.1 The Joint Secretary & Mission Director (HFA) apprised the CSMC on the need to approve financial norms so that states can be facilitated for taking up all preliminary activities to take the Mission forward like establishment of SLTC/ CLTC, preparatory activities for preparing HFAPoA like survey, data entry, verification etc. and Capacity Building activities under HFA Mission. He explained the rationale to establish the norms in detail and mentioned that the norms proposed are based on approved norms under RAY.

4.2 The CSMC, after deliberation, approved the financial norms for the following:

- Preparation of Housing for All Plan of Action (HFAPoA)
- Third Party Quality Monitoring Agencies (TPQMA)
- Training and workshops (National/Regional/State/City level)
- Study/Exposure visits ( in country)



- Thematic workshops and Training of Trainers
- Documentation of case studies/Best practices and Research Studies
- Handholding support to States and Cities
- Translation of Training Modules
- Establishment of State Level Technical Cell (SLTC) and City Level Technical Cell (CLTC)

The approved cost and cost sharing pattern are at **Annexure II**.

**5. Agenda item 3: Proposal for delegation of authority to Secretary (HUPA) as Chairperson of CSMC for the following activities under the Mission:**

- Approval of annual capacity building plan of States/UTs
- Approval of annual social audit plan of States/UTs
- Approval of annual quality monitoring and assurance plan of States/UTs.
- Approval of selection of DPR/project for scrutiny/field quality check on random basis.
- Release of central assistance for SLTC, CLTC, TPQMA, social audit, preparation of HFAPoA and capacity building activities.

5.1 Joint Secretary and Mission Director (HFA) apprised the Committee that since the above activities would be frequent in nature and would be undertaken on regular basis as per communication from States, it is proposed to delegate the power of approval of CSMC to Secretary (HUPA) as has been the case in earlier mission of the Ministry notably RAY.

5.2 CSMC approved the proposal to delegate authority to Secretary (HUPA) for the above mentioned activities under the Mission with the observation that approvals should be placed in the next CSMC for its information.

5.3 CSMC observed that more than 300 cities have been approved for inclusion under HFA and hence decided that funds may be released to States for preparation of HFAPoA of these cities.

The meeting ended with vote of thanks to the Chair.

\*\*\*\*\*

**Annexure-I**

**List of Participants**

<b>S.No.</b>	<b>Name and Designation</b>	<b>Organisation</b>
1.	Dr. N. Chatterjee, Secretary (HUPA)	In Chair
2.	Shri Sanjeev Kumar, JS and MD (HFA)	M/o HUPA
3.	Ms. Jhanja Tripathi, JS and FA	M/o HUPA
4.	Shri S.S. Dubey, CCA	M/o UD and HUPA
5.	Shri R.S. Singh, Director (HFA-1)	M/o HUPA
6.	Shri Angna Ram, Deputy Secretary (Housing and IFD)	M/o HUPA
7.	Shri S.C. Jana, Deputy Secretary (HFA-3)	M/o HUPA
8.	Shri Sushil P Gahlaut, Under Secretary (HFA-1)	M/o HUPA
9.	Mrs. Shobana Pramod, Under Secretary (HFA-2)	M/o HUPA
10.	Shri B.K. Mandal, Under Secretary (HFA-5)	M/o HUPA
11.	Shri Vinod Gupta, Under Secretary (HFA-3)	M/o HUPA
12.	Shri Arup Khan, Head, PMU	

## Financial Norms for activities under HFA Mission

S.No	Name of Activity	Name of Sub-Activity	Cost Sharing	Unit Cost
1.	Preparation of HFAPoA	<p>All the activities mentioned in the Flow Chart indicated in para 8.7 of the HFA (Urban) scheme guidelines, for preparation of HFAPoA. The activities will also include :</p> <p>Door to door slum/non-slum survey including printing of forms, canvassing etc.</p> <p>Data entry of slum and Non-slum survey, data verification, cleaning and scrutinization, compilation and collation</p> <p>Assessment of Urban Poor Status in slum and non-slums.</p> <p>Devising development options for beneficiaries for verticals.</p> <p>Implementation methodology</p> <p>Formulation of financial plans</p>	<p>The cost of preparation of HFAPoA will be shared between the Central Govt and the concerned State/ UT in the ratio of 75:25 and in case of North Eastern and special category States in the ratio of 90:10</p>	<p>Preparation of Housing for All Plan of Action (HFAPoA):</p> <ul style="list-style-type: none"> <li>Rs. 35 Lakh for cities with population more than 15 lakh</li> <li>Rs. 28 lakh for cities with population between 10-15 lakhs</li> <li>Rs. 21 lakh for cities with population between 5-10 lakhs and</li> <li>Rs. 14 lakh for cities with population between 1-5 lakh.</li> <li>Rs. 7.00 lakhs for cities with population less than 1 lakh</li> </ul> <p><i>For home /industrial sites</i></p>



S.No	Name of Activity	Name of Sub-Activity	Cost Sharing	Unit Cost
		Engagement of consultation with community for survey and preparation of HFAPoA as well as discussion with local representative including MLAs and MPs to factor in their views in the HFAPoA.		For Mega-cities i.e for cities with population more than 4 million such as Delhi, Greater Mumbai, Kolkata, Chennai, Bangalore, Hyderabad, Ahmedabad (as per Census 2011), the rates may be higher on a case to case basis, subject to approval of CSMC.  All the above rates will serve as a ceiling for limits of central assistance and States/ULBs will have to adopt an open and transparent bidding procedure for procurement of these services. The applicable central assistance would be on tendered rates approved or applicable ceiling for central share whichever is lower.
2.	Third Quality Monitoring Agencies (TPQMA)	<ul style="list-style-type: none"> <li>To ensure quality of construction under various components of the Mission.</li> <li>Visits by third party agencies to project site and to advise State/ULBs on quality related issues.</li> <li>Preparation of quality assurance report</li> <li>Preparation of reports on preventive and curative measures to ensure standard quality houses and infrastructure constructed under the Mission</li> </ul>	<p>Tendered rates approved by States/UTs will be admissible for funding by sharing between Centre and State/UT in the ratio 75:25 and for NE and special category States in the ratio of 90:10.</p>	<p>Monitoring of quality of projects under HFA by the implementing agencies will be done through TPQMA at both Central and State level. Each State/UT will report the progress of TPQMA on a quarterly basis. Central assistance for this purpose will be limited to 3 visits to <b>each project</b>. However, the States/cities are free to include more field visits by TPQMA as may deem necessary.</p> <p>For central assistance States/ULBs will have to adopt an open and transparent bidding procedure for procurement of these services. With the approval of SLSCMC the States / UTs will submit proposals to the Ministry for the approval of CSMC. Admissible rates will be decided by CSMC and will be communicated separately by MoHUPA.</p>

Sl.no	Name of Activity	Name of Sub-Activity	Cost Sharing	Unit Cost
3.	Capacity Building	<div>Trainings and Workshops</div> <div>Study/Exposure Visits (In-Country)</div> <div>Thematic workshops and Training of Trainers</div>	All the activities under capacity building programmes will be fully funded by Central Govt.	<p>Admissible upper ceiling of expenses for various trainings and workshops will be as follows:</p> <p>a) <b>National Workshops:</b> Rs 5 lakh per event.</p> <p>b) <b>Regional Workshops:</b> Rs 3 lakh per event.</p> <p>c) <b>State level Workshops:</b> Rs. 2 lakh per event.</p> <p>d) <b>City Level Workshops:</b> Rs. 1 lakh per workshop.</p> <p><b>Rs. 3 lakh</b> per visit having 15-20 participants for 4 days towards cost of organizing such exposure visits will be admissible. These would be done through a judicious mix of classroom learning and field visits. Exposure visit (in-country) beyond the number of days and number of participants mentioned above will be decided on a case to case basis by the Ministry keeping the above rate as a benchmark.</p> <p>Central assistance for thematic workshops and Training of Trainers programme will be <b>Rs. 3 Lakh per workshop</b>. This rate will also be applicable for the regional workshop as it would include participants from more than one State/UT.</p>



S/no	Name of Activity	Name of Sub-Activity	Cost Sharing	Unit Cost
		Documentation of Case Studies/ Best Practices and Research/ Studies		Documentation of case studies/ best practices and research studies will be supported under HFA. Central assistance will be limited to <b>Rs. 5.00 lakh</b> for documentation of each case study/ best practice and for conducting research studies by the empanelled agencies. For documentation and research studies costing more than Rs. 5.00 lakh, the Ministry will adopt an open and transparent process for selection of agency.
		Hand holding Support to States and Cities		For providing support to States/ UTs and cities in implementation and review of progress of HFA, the visit of officials and non-officials from the Ministry may be planned. Official members will be entitled for TADA as per respective service rules applicable in their case and will be borne by the concerned Department/organisation to which they belong.
		Translation of Training Modules		Non officials will be entitled for travel/boarding/lodging etc as per the agreed terms in the Contract.  Prior approval of CSMC/Ministry may be sought with the certificate of acceptability of the rates signed by the competent authority in the State(State government officials)

Sl.no	Name of Activity	Name of Sub-Activity	Cost Sharing	Unit Cost
4.	Establishment of SLTC and CLTC	Planning, engineering, social mobilisation, financial planning etc.	The fund sharing pattern between Central Government and State Government for establishment of CLTCs and SLTCs will be in the ratio of 75:25 and in case of NE and special categories States it will be in the ratio of 90:10.	<p>An SLTC with 5-10 professionals will be supported by Central Government with the approval of CSMC</p> <p>CSMC can increase the size of such cell on the requirement of State/UT. The salary for experts/professionals in SLTC will be as follows:</p> <ul style="list-style-type: none"> <li>Rs. 85,000 per expert per month for post graduate degree holders,</li> <li>Rs. 70,000 per expert per month for Bachelor degree holders and</li> <li>Rs. 50,000 for diploma holders.</li> </ul> <p>A CLTC with 2-4 professionals depending on the size of the city and quantum of work will also be supported by Central Government with the approval of CSMC. In case of big cities like metropolitan cities the number of professionals in CLTC can be more than 4 with the approval of CSMC. The salary for the professionals/experts will be as follows:</p>

S/no	Name of Activity	Name of Sub-Activity	Cost Sharing	Unit Cost
				<p><b>For City level Cells (Cities with &gt;than 10 Lakh population) –</b></p> <ul style="list-style-type: none"> <li>Rs. 70,000 per expert per month for post graduate degree holders,</li> <li>Rs. 50,000 per expert per month for Bachelor degree holders and</li> <li>Rs. 40,000 per expert per month for diploma holders.</li> </ul> <p><b>For City level Cells [Medium Cities (5-10 Lakhs population)]</b></p> <ul style="list-style-type: none"> <li>Rs. 60,000 per expert per month for post graduate degree holders,</li> <li>Rs. 40,000 per expert per month for Bachelor degree holders and</li> <li>Rs. 30,000 per expert per month for diploma holders.</li> </ul> <p><b>For City level Cells [Small Cities (&lt; 5 Lakhs population)] –</b></p> <ul style="list-style-type: none"> <li>Rs. 45,000 per Expert per month for post graduate degree holders,</li> <li>Rs. 35,000 per expert per month for Bachelor degree holders and</li> <li>Rs. 25,000 per expert per month for diploma holders.</li> </ul>



Sl.no	Name of Activity	Name of Sub-Activity	Cost Sharing	Unit Cost
				<ul style="list-style-type: none"> <li>State/Cities may utilise the services of the existing positions available in the SLTC/CLTC under RAY on the request of State Government and subsequent consideration/approval by CSMC.</li> <li>The contract issued to the experts of the SLTC/CLTCs may be initially for 2 years and extension will be subject to continuation of the project and performance of the professionals/experts; and as per decision that may be taken by the State Government/UT.</li> <li>Administrative and overhead expenditure under HFA will be admissible on applicable sharing pattern. A &amp; OE component includes Travel Expenses, System Support and Overheads &amp; Miscellaneous. The bills and vouchers regarding the expenditure incurred under this head are to be examined and approved at the SLNA level and a Utilisation Certificate be submitted under this head to the Ministry.</li> </ul>

Limit of A & OE

Sl.no	Name of Activity	Name of Sub-Activity	Cost Sharing	Unit Cost
			12	<p>Prescribed educational qualification and experience criteria will be as under:</p> <ul style="list-style-type: none"> <li>For all the positions in SLTC and CLTC postgraduate degree would be desirable, if a post graduate person with relevant skills is not available, a graduate/diploma can be recruited. However, the person selected should have the required skills set to perform his/her duties as per the ToR.</li> <li>The minimum experience required in the technical cells at State level may be 05 years and at city level may be 03 years</li> <li>For NE and special category states (J&amp;K, HP and Uttarakhand), the minimum required educational qualification is Diploma with minimum experience of 03 years at both state and city level. Preference may be given to those candidates with higher qualification.</li> </ul> <p>Remuneration should be commensurate with qualification and experience and also as per prevailing norms in States and Cities.</p>