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ग्रामीण विकास मंत्रालय  
ग्रामीण विकास विभाग  
भारत सरकार  
कृषि भवन, नई दिल्ली-110114  
Ministry of Rural Development  
Deptt. of Rural Development  
Government of India  
Krishi Bhavan, New Delhi-110114

No.J-11014/1/2014-RH

D. No. 2561/RSRO&PR/201  
Date 25 APR 2016

Date : 13<sup>th</sup> April, 2016

Dear Sh. Pandey,

ID. 1148844  
201/Secy. R.D.  
Date 26/4/16

As you are aware Government have approved the Pradhan Mantri Awaas Yojana (Gramin) (PMAY-G) for implementation from 2016-17. Since the target is to complete one crore house in three years it is important that the beneficiaries of PMAY(G) are identified at the earliest. SECC data is to be used to identify beneficiaries. In view of the shortage of time the list of eligible beneficiaries derived from the data will be uploaded Gram Panchayat-wise on the IAY website. These are to be downloaded and printed copies made available to the Gram Sabhas that are being organised as part of the 'Gram Uday Se Bharat Uday Tak' programme this month

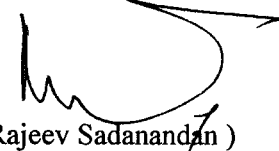
2. It is possible that there may not be a one to one correspondence between the Gram Panchayats and Enumeration Blocks (EBs) based on which the data has been organised. Therefore the block level officials have to check the data and prepare copies of the list of eligible beneficiaries appropriate to the Gram Panchayat boundaries that exists currently. For instance the data for one Gram Panchayat may be in more than on EB. Then the data for that Gram Panchayat may have to be abstracted from both the EBs.

3. One of the conditions for approval of PMAY(G) was that there would be a grievance redressal mechanism for beneficiaries to appeal to after the Gram Sabha has finalised the select list. Therefore you are requested to constitute a 3 member Appellate Committee consisting of a nominee of the District Collector/Magistrate, another government official and a non-government person. The applications are to be collected at a block office, enquiry conducted and a report furnished to the district level committee. The Committee should dispose of their applications before the end of May and publish the finalised list.

3. I have attached the list of activities to be carried out in the Gram Sabha. Since time is very limited, I request you to ensure that this work is completed during the meeting of the Gram Sabha this month itself and the rest of the activities are completed by the end of May.

With regards,

Yours sincerely,

  
(Rajeev Sadanandan)

Encl. As above.

Sh. Shrimat Pandey,  
Principal Secretary  
Department of Rural Development  
Government of Rajasthan  
Jaipur - 302001.

Copy forwarded as direction for 4/2 Please  
to all CEOs ZP & SERD  
26/4/16

State. The functionary should enquire into the complaints, prepare a report and submit the same in a time bound manner to an Appellate Committee that is to be constituted by the State.

The state government shall constitute a three member Appellate Committee at the District level. It may be headed by a Nominee of the District Magistrate/Collector, another official and at least one non –official member. The Appellate Committee will consider the complaints with the report, hear appeals against removal or prioritisation in the list and resolve the same within a fixed period of time.

The District Authorities will then publish the final priority list. The list will be published on the notice board of the Gram Panchayat and advertised widely. The gram panchayat wise priority list will also be posted on the website of PMAY.

#### **IV. Finalisation of Annual Select Lists**

**Step 1: Freezing of category wise targets up to the level of Gram Panchayat-** Once state level targets, including earmarks for various categories, have been communicated by the Ministry, the state government shall distribute category wise targets to respective Gram Panchayats and freeze the same on AwaasSoft. To the extent possible, States should also ensure that 3% of targets are earmarked for persons with disabilities. Earmarking of targets for SCs, STs and Minorities would be reckoned at the national level and distributed on the basis of proportionate population of these categories in the States/UTs as per figures projected the final priority lists aggregated at the national level.

**Step 2: Preparation of Annual Select List:** Selecting beneficiaries according to category wise targets assigned to respective Gram Panchayat will also be done by the Gram Sabha. Selection shall begin with the top households in the approved priority list in each category and be restricted to the target assigned to the Gram Panchayat. Gram Sabha may make alterations based on any new fact that has come up after the finalisation of the priority list. The reasons are to be recorded in writing.

**Step 3: Dissemination of Annual Select List:** The final Annual Select list as approved by the Gram Sabha should be disseminated to the community, including MPs/MLAs and members of the Intermediate panchayat as well as GP soliciting their objections, if any and also displayed in public places, including painting on a wall in the village. The time period for raising objections would be 30 days from the date of publication of the list. The BDO or any government functionary, as entrusted by the State, would be responsible for enquiring into the complaints, preparing and submitting a report to the Appellate Committee.

**Step 4: Consideration of the objections** – All objections registered shall be considered by the Appellate Committee constituted at the district level. The final list will be prepared and approved at the appropriate level as fixed by state government.

**Step 5: Aggregation of Annual select list** - The final approved annual select list should be aggregated at the district and State level and entered in AwaasSoft to begin the process of registration and sanctioning of houses.

**Parameters for exclusion:**

A household fulfilling any of the 13 parameters listed below will be automatically excluded:

1. Motorised two/three/four wheeler/ fishing boat
2. Mechanised three/ four wheeler agricultural equipment
3. Kisan Credit Card with credit limit of Rs.50,000 or above
4. Household with any member as a Government employee
5. Households with non-agricultural enterprises registered with the Government
6. Any member of the family earning more than Rs.10,000 per month
7. Paying income tax
8. Paying professional tax
9. Own a refrigerator
10. Own landline phone
11. Own 2.5 acres or more of irrigated land with at least one irrigation equipment
12. 5 acres or more of irrigated land for two or more crop seasons
13. Owning at least 7.5 acres of land or more with at least one irrigation equipment

**Criteria for automatic inclusion**

1. Households without shelter
2. Destitute / living on alms
3. Manual scavengers
4. Primitive Tribal Groups
5. Legally released bonded labourer

**Definitions**

- **Houses with kutcha wall** – Houses where the material used for wall is Grass/thatch/bamboo or plastic/polythene or mud/unburnt brick or wood or stone not packed with mortar.
- **Houses with kutcha roof** – Houses where the material used for roof is Grass/thatch/bamboo/wood/mud or plastic/polythene or handmade tiles

**Procedure for accessing Priority lists on AwaasSoft**

**Step 1:** Users will login from respective Blocks on AwaasSoft.

**Step 2:** Separate tab titled 'Beneficiary Selection under PMAY (G)' will appear at the block login.

**Step 3:** Click on the link 'Generate Priority Lists' provided in the tab.

**Step 4:** Choose District, Tehsil and GP from the dropdown.

Remarks: Only those districts, tehsils and GPs which have been captured in the SECC database will be available for selection in the dropdown. Administrative units which have been created thereafter, i.e. post SECC survey, may not get displayed. In case the user is unable to identify his GP as per SECC data, she could go to the link 'Advance Search for GP' available in the tab mentioned in Step 2. The user will have to enter the name of the village(s) which constitutes the GP as per present administrative records. The system will suggest the name of the GPs to which these villages could possibly belong as per SECC data.

**Step 5:** Choose social category for which priority list is to be generated by clicking on radio buttons for SC, ST or Others.

Remarks: The priority list for 'Others' includes names of members belonging to minority communities that have to be separated into another list while retaining the interse priority in the original list.

**Step 6:** Choose from the following radio buttons:-

1. Auto generated ranked priority list- The option to download pdf version of the same would be available.
2. List of eligible beneficiaries post exclusion (Unranked) - The option to download the excel version of the same would be available.

Remarks: The list of eligible beneficiaries has been arrived at after applying the exclusion process elaborated in Step 1 and 2 of the guidance document describing the procedure to use SECC. The user could download the excel version of the list and execute a query based upon the prioritization process to generate the ranked priority list. The query developed by NIC, Delhi to arrive at the same would be shared with the States on demand basis. The list of excluded beneficiaries, generated using the exclusion process, will be made available on AwaasSoft in due course of time.

## **Procedure to present and process SECC data for Pradhan Mantri Awaas Yojana- (Gramin) in the Gram Sabha**

### **I. The list of eligible beneficiaries**

A list which has been drawn up from SECC data as per procedure laid down by Ministry will be made available to every Gram Sabha by the state government. This list has been prepared in the following fashion.

**Step 1: Exclusion of pucca houses-** All households living in houses with pucca roof and/or pucca wall are filtered out.

**Step 2: Automatic Exclusion-** From the remaining set of households, all households fulfilling any one of the 13 parameters listed in the Annexure have been automatically excluded.

**Step 3: All House less households and households living in zero/one/two room houses with kutcha roof and kutcha walls, subject to the exclusion process, will form the universe of eligible beneficiaries.** Separate list of eligible households for SC, ST, Minority and Others will be prepared at the Gram Panchayat (GP) level. If households fall within both ST and minority category they will be counted as ST.

#### **Prioritization process**

**Step 4:- Preparing priority lists:** The GP and category wise list of eligible households will be prioritized based on the following deprivations:

1. **Housing deprivation-** Households will be first prioritized based on houselessness followed by the number of rooms; zero, one and two rooms, in that order. Within these groups, households that fulfill the criteria of **automatic inclusion** will be further prioritized.
2. **Socio economic deprivation- Inter se priority** within the two sub groups viz. households which are automatically included and otherwise, will be determined based on their cumulative deprivation score calculated from the parameters given below with each having equal weight.
  - i. Households with no adult member between age 16 to 59
  - ii. Female headed households with no adult male member between age 16 to 59
  - iii. Households with no literate adult above 25 years
  - iv. Households with any disabled member and no able bodied adult member
  - v. Landless Households deriving the major part of their income from manual casual labour

Higher the deprivation score, higher will be the ranking of the household within the sub group.

This system generated category wise ranked priority list will be made available in the scheme MIS-AwaasSoft. The steps involved in accessing the priority lists on AwaasSoft are enlisted in Annexure 2. The ranked priority lists could either be downloaded directly or generated by executing a query on the list of eligible beneficiaries (unranked) made available on AwaasSoft. Thereon, it will be circulated to the concerned Gram Panchayat and given wide publicity.

From the comprehensive list for Others (General Category) a separate list will be generated for minorities. Gram Sabha or any administrative authority, as entrusted by the State, will identify the names of members belonging to minority communities and prepare a separate list retaining the interse priority in the original list.

## **II. Verification of priority lists**

Once the category wise lists are made available, the Gram Sabha will verify the facts based on which the selection has been done. If the inclusion has been done based on wrong facts, if the household has constructed a pucca house or migrated since the survey or has been allotted a house under any government scheme, the Gram Sabha shall delete the name of such families. The list of such persons deleted, including reasons for deletion, will form part of the minutes of the Gram Sabha resolution.

If the Gram Sabha has sufficient grounds to alter the priority list it may do so after recording their reasons through a resolution. In case there is a tie, priority will be provided to the following groups:

1. Households with widows and next-of-kin of members of defence/paramilitary /police forces killed in action;
2. Households where a member is suffering from leprosy or cancer and People living with HIV (PLHIV).
3. Households with a single girl child.
4. Beneficiary families of the Forest Rights Act.
5. Transgender persons.

At present there is no provision to add names to the list. However the Gram Sabha may record its opinion about names to be added to the list and forward the same along with the resolutions to the BDO or any government functionary as appointed by the State government for the same.

## **III. Grievance Redressal**

It is possible that there could be complaints against the list approved by the Gram Sabha. Such complaints shall be forwarded to the BDO or any other government functionary entrusted by the