



## **ABSTRACT**

Tamil Nadu Urban Habitat Development Board – Announcement – Formulation of a New Scheme “Nam kudiyruppu, Nam Poruppu (நம் குடியிருப்பு, நம் பொறுப்பு)” and Guidelines - Orders -Issued.

### **HOUSING AND URBAN DEVELOPMENT [UHD-1(2)]DEPARTMENT**

G.O.(4D) No.55

Dated: 17.12.2021

பிலவ வருடம், மார்ச்சு-02 ,

திருவள்ளூர் ஆண்டு 2052

Read:

From the Managing Director, Tamil Nadu Urban Habitat Development Board, Letter RC.No.G8/8697/2021, dated 08.10.2021.

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### **ORDER:**

During the Hon’ble Chief Minister’s Review on 15.07.2021, it was decided that a new scheme “நம் குடியிருப்பு, நம் பொறுப்பு” (“Our Tenements, Our Responsibility”) would be launched facilitating the formation of Resident Welfare Associations and taking over of the maintenance by the Resident Welfare Associations. The new scheme aims to achieve the following objectives:-

- i. To maintain the Tamil Nadu Urban Habitat Development Board’s tenements in neat and tidy condition
- ii. To attend the repairs and renewals in time
- iii. To do periodical renovation of the tenements.
- iv. To provide additional infrastructure as requested by the residents of the tenements
- v. To maintain the common property resources
- vi. To create vibrant Residents Welfare Associations
- vii. To transfer the responsibility of routine maintenance to Resident Welfare Association
- viii. To empower the Resident Welfare Association financially
- ix. To create smooth coordination between the residents and Board
- x. To facilitate grievance redressal mechanism.

2. Following this, the Hon’ble Minister (Micro, Small and Medium Enterprises) has made the following Announcement on the floor of Tamil Nadu Legislative Assembly for the year 2021- 2022:-

“குடியிருப்போர் நலச்சங்கங்களின் பங்களிப்புடன் “நம் குடியிருப்பு - நம் பொறுப்பு” என்ற திட்டத்தின் மூலம் பராமரிப்பு மற்றும் அடிப்படை வசதிகள் மேற்கொள்ளப்படும்”.

தமிழகமெங்கும் 1.80 இலட்சம் அடுக்குமாடிக் குடியிருப்புகளை தமிழ்நாடு நகர்ப்புர வாழ்விட மேம்பாட்டு வாரியம் பராமரித்து வருகின்றது.

“நம் குடியிருப்பு - நம் பொறுப்பு” என்ற புதிய திட்டத்தின் மூலம் குடியிருப்போர் நலச் சங்கங்களை ஈடுபடுத்தி குடியிருப்புகள் பராமரிக்கப்படும். குடியிருப்புகளின் பராமரிப்பு செலவினங்களுக்கான மொத்த செலவில் 50 விழுக்காடு அரசாலும் மீதமுள்ள 50 விழுக்காடு குடியிருப்போர் நலச் சங்கங்களாலும் ஏற்றுக் கொள்ளப்படும்”.

3. The Managing Director, Tamil Nadu Urban Habitat Development Board in his letter read above, has stated that Tamil Nadu Urban Habitat Development Board (TNUHDB) has been the pioneer of its kind in India, established in 1970 by the Government of Tamil Nadu and has been catering to the housing needs of the pavement dwellers, encroachers of the road margins, river margins, waterways, fire affected families, Tsunami affected families, flood affected families, cyclone affected families, etc and has provided decent housing called “Tenements” to the poor with the infrastructure facilities in coordination with the Line Departments. The initiative of the Government of Tamil Nadu in establishing the Tamil Nadu Urban Habitat Development Board has been replicated in other States.

4. The Tamil Nadu Urban Habitat Development Board has constructed and maintains 1.80 lakh tenements in Chennai and other towns. Tamil Nadu Urban Habitat Development Board has fixed Rs.750/- and Rs.250/- per month as maintenance charge for the tenements with lift facility and for the tenements without lift facility respectively. Tamil Nadu Urban Habitat Development Board requires Rs.26.62 crore per annum for maintenance. However, collection of the maintenance charges is only Rs.8.25 crore. This low collection of maintenance charges has resulted in poor maintenance of the tenements. The Board incurs huge expenditure on the maintenance of tenements. At present, the responsibility of whole maintenance lies with the Board. There is no incentive for promptly paying tenements. Hence, the responsibility needs to be shared with Resident’s Welfare Association of the tenements with Board’s support.

5. The Managing Director, Tamil Nadu Urban Habitat Development Board has sent the proposal for implementation of the scheme “Nam Kudiyruppu, Nam Poruppu”, where it has been proposed that concept of maintenance of tenements by the owners has to be propagated and Government may provide assistance partially.

6. The Financial implication proposed by the Managing Director, Tamil Nadu Urban Habitat Development Board for this scheme is arrived at as Rs.20,41,04,100/-, Rs.40,82,08,200/- and Rs.40,82,08,200/- for Financial years 2021-2022, 2022-2023 and 2023-2024 respectively.

7. The Government after careful examination of the proposal of Managing Director, Tamil Nadu Urban Habitat Development Board, approves the scheme “Nam Kudiyruppu, Nam Poruppu (நம் குடியிருப்பு, நம் பொறுப்பு)” to facilitate formation of Residents Welfare Associations and to undertake

maintenance work of tenements with the participation of Resident Welfare Associations with the following conditions:-

- i. The State Government will provide matching grant to Tamil Nadu Urban Habitat Development Board equivalent to the actual Resident Welfare Association maintenance charges collected, and not to the total charges due.
- ii. The release of matching grant will be on a quarterly basis to the Tamil Nadu Urban Habitat Development Board account after the equivalent Resident Welfare Association contribution has been credited and certified.
- iii. The State Grant will match the maintenance charges and not contributions over and above, made by residents or general public.
- iv. The Government contribution is capped to the present rates of collection (i.e) Rs.750/- for lifted apartments, Rs.250/- for non-lifted and Rs.50/- for others. In future, if the Board increases the contribution, then a separate Government Order may be issued for the purpose of increasing the matching share of the Government.

The sharing pattern between the Board and the Resident Welfare Association is as follows:-

Sl No.	Category of Works	Sharing Pattern
1.	Routine Maintenance	Resident Welfare Association own funds
2.	Minor Repairs	Resident Welfare Association own funds
3.	Water Supply and Electricity Charges for Common Area and Lift	100% Board
4.	Major Repairs	100% Board
5.	Additional Infrastructure	50% - Resident Welfare Association 50% - Board

8. The expenditure relating to para 7 above shall be debited under the following head of account:-

"2217 Urban Development 04-Slum area improvement 190-Assistance to Public Sector and Other Undertakings-States Expenditure-JT Grants to Tamil Nadu Urban Habitat Development Board for improvement to tenements including Repairs, Renovation, Sewerage, Water Supply etc., 309 Grants-in-Aid 02 Grants for Creation of Capital Assets". (IFHRMS DPC: 2217-04-190-JT-30902)"

9. The expenditure relating in para 7 above shall not be paid in cash, but shall contra credit to the following head of account:-

"K. Deposits and Advances (b) Deposits not bearing interest 8443-00 Civil Deposits 800 Other Deposits - CA Deposits of Tamil Nadu Urban Habitat Development Board (TNUHDB) 801 Receipts - 02 Not Bearing Interest. [IFHRMS DPC 8443-00-800-CA-80102) (Receipts)]"

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10. For implementation of the scheme "Nam Kudiyiruppu, Nam Poruppu" the Guidelines as indicated in the Annexure to this order are issued.

11. This order issues with the concurrence of Finance Department vide its U.O. No.17/DS(PT)/2021, dated 17.12.2021.

**(BY ORDER OF THE GOVERNOR)**

**HITESH KUMAR S MAKWANA  
PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The Chairman,  
Tamil Nadu Urban Habitat Development Board,  
Chennai - 600 005.  
The Managing Director,  
Tamil Nadu Urban Habitat Development Board,  
Chennai - 600 005.  
All District Collectors.  
The Accountant General (A&E), Chennai-600 018.  
The Accountant General (G&SSA), Chennai-600 018.  
The Pay and Accounts Officer (North/East/Secretariat/South),  
Chennai-600 001/8/9/15.  
The Principal Secretary /Commissioner of Treasuries and  
Accounts, Chennai-600 015.  
The Section Officer,  
Housing and Urban Development (Bills) Department,  
Chennai-600 009.

**Copy to:-**

The Hon'ble Chief Minister's Office, Chennai-600 009.  
The Special Personal Assistant to Hon'ble Minister (MS & ME),  
Chennai-9.  
The Senior Personal Assistant to Hon'ble Minister  
(Finance and Human Resources), Chennai-600 009.  
The Principal Private Secretary to Chief Secretary,  
Secretariat, Chennai-600 009.  
The Private Secretary to Principal Secretary to Government,  
Housing and Urban Development Department,  
Chennai-600 009.  
The Finance (Hg&UD) Department, Chennai-600 009.  
The Housing and Urban Development (OP-1/Budget/UHD-2/UHD-3)  
Department, Chennai-600 009.  
Stock file / Spare Copy.

**//FORWARDED BY ORDER//**

*E. Jayu*  
17/12/2021  
**SECTION OFFICER**  
17/12/2021

**Annexure**

**[G.O (4D) No.55, Housing and Urban Development UHD1(2) Department, dated 17.12.2021].**

**Guidelines for the scheme - "Nam Kudiyiruppu, Nam Poruppu"**

**1) Formation / Restructuring of Resident Welfare Associations (RWAs)**

Resident Welfare Associations have to be formed in the tenemental schemes. The Resident Welfare Associations already formed are need to be restructured with Model by-laws approved by the Board.

**2) Recognition of Resident Welfare Association**

Resident Welfare Associations after their formation and registration have to apply to the Board for recognition. The Executive Engineer of the concerned division has to verify the membership, by-laws, accounts, etc., to accord recognition. The Executive Engineer shall ensure that there is one Association for one Block/Scheme. There shall not be more than one RWAs for a particular Block/Scheme. If two or more Associations applied for recognition to a particular Block/Scheme, the Association which has the majority of membership of residents shall be recognized.

**3) Responsibility of maintenance**

The maintenance works are classified into following categories as detailed below:-

Sl.No	Category of Works	Responsibility of maintenance
(i)	Routine Maintenance Works	RWA
(ii)	Minor Repair Works	RWA
(iii)	Water supply and Electricity charges	Board
(iv)	Major Repair Works	Board
(v)	Additional Infrastructure facilities	RWA & Board

**i. Routine Maintenance Works.**

The works related with day to day activities shall be considered as routine maintenance works viz., cleaning, solid waste disposal, lift operation, water

supply, sewerage disposal, sanitation, water tank maintenance, common area lighting, etc. These routine maintenance works shall be carried out by the Residents Welfare Association. The appointment, payment of hiring charges of the maintenance staff i.e Plumber cum water tank operator, Lift operator, sweeper, sanitary workers shall be done by RWAs. The already existing maintenance staff contract shall be transferred to RWAs. The RWAs may fix the hiring charges of the staff at the market rates. The RWAs may engage the maintenance staff from the residents of the block /scheme itself. At least 50% of the lift operators may be hired among differently abled persons, based on availability. Women may be provided preference in other works. Proper accounts and vouchers have to be maintained for all the works carried out.

## **ii. Minor Repair Works**

The works which are below Rs.30,000/-of expenditure are categorized as Minor Repair Works. The works related with pipe line maintenance, water supply, sewerage disposal, electrical repairs, staircase maintenance, terrace maintenance, etc. will be included in this category. The executive committee of the RWA shall be vested with power of administrative sanction for minor repair works below Rs.30,000/-. The President/Secretary of the RWA shall execute the works. Proper accounts and vouchers have to be maintained for all the works carried out.

## **iii. Water supply and Electricity charges**

The supply of water and electricity is an essential service. Any delay in payment of these charges would hamper routine life of the residents. Hence, these essential services need to be taken care of by the Board. The electricity bills for the common area and lift operations, water supply charges shall be directly paid by the Board from the maintenance grant. The water supply and electricity charges will be deducted from the State contribution amount. The Executive Engineer concerned shall maintain a separate account register in this regard.

## **iv. Major Repair Works**

Any repair works which are more than Rs.30,000/- of expenditure shall be considered as Major Repair Works. These works include repair works to prevent

structural damages, cracks, painting, repair of toilet water closets, roof leakage, repair of lifts, repair of generator, drainage repair works, etc. All the above mentioned major repair works are to be carried out by the Board, from the State contribution amount. Administrative sanction has to be accorded by the Board authorities on preparation of estimates by the concerned Division. "M Book" has to be maintained by the Board authorities.

**v. Additional Infrastructure Facilities**

Additional Infrastructure Facilities are like compound walls, installation of CCTV, additional protection gates, extra lights and other civil, electrical and electronic works that may be required and requested by the RWA by Executive committee resolution. RWA has to contribute 50% of the estimated cost, 50% of the cost will be provided from State contribution. The estimates will be done by the concerned division officials. The Administrative Sanction will be accorded by the Board authorities. The execution of works will be done by adhering tender procedures. If the RWA contributes more than 50% of the estimated cost, the RWA may opt to execute themselves or through engaging an Agency.

The construction and renovation of common utilities like Primary Health Centers, Government schools, Anganwadi, Community hall, PDS Shops may be taken under this additional Infrastructure component. One or more RWAs may contribute together to this common utilities work.

**Prohibited Works**

The following works are prohibited under Additional Infrastructure components:-

- a. Purchase of all movable items, equipment and furniture.

**Exception:** Government Schools, Colleges; Noon Meal Centres, Anganwadis, which cater the needs of the tenements/ scheme area. Purchase of Tricycles, equipment for solid and liquid waste management, sports equipment for the benefit of youth and children are permitted.

- b. All works involving Commercial Establishments/Units, Assets for individual / family expenditure.
- c. Works within the places of religious worship and on land belonging to or owned by religious faiths / groups.

#### **4) Funding Sources**

After the formation of RWA/ restructuring of RWA with Model by-laws, the RWAs shall apply for recognition. If the RWAs are recognized by the Board authorities, the right of collecting maintenance charges shall be transferred to the RWA. The RWA shall raise its own fund in the way of contribution, apart from maintenance charges. The Government Grant equal to the maintenance charge collected by the RWA for maintenance cost.

If the maintenance is handed over to the RWA and empowered to engage and pay hiring charges as per the prescribed rate of the District Collector under Minimum Wages Act, the hiring charges may be reduced and thereby expenditure amount would also be reduced.

#### **5) Financial accountability**

The RWA should follow financial prudence. The funds of RWAs shall be subject to annual audit. The President, Secretary and Treasurer are responsible to the Executive committee of the RWA. The RWAs shall follow the norms strictly.

- a) The RWA shall open one Joint Bank Account in a Scheduled Commercial Bank. The accounts to be operated jointly by the President and Treasurer of the RWA.
- b) All the maintenance charges and other funds collected shall be deposited in the Bank account on the day of collection. If not possible, next working day of the bank.
- c) All the amount collected by RWA shall be issued with proper receipt.
- d) The RWA shall maintain the accounts in the formats prescribed by the Board.
- e) On the resolution of the executive committee, the President and Treasurer may withdraw the amount from the account. The withdrawn amount should be spent for the purpose for which it is intended. Proper vouchers, receipts, and accounts shall be maintained by the RWA for all the works carried out.



- f) All accounts and receipts have to be maintained properly by the RWA. Periodical receipt of all the expenditures of the preceding month has to be furnished by the RWA on or before 5<sup>th</sup> of every month.

The Board authorities will have the right to inspect the accounts of the RWAs. If any deviation of grave nature is found, the recognition of the RWA shall be withdrawn by the Board. The Right of maintenance collection shall be resumed by the Board.

## **6) Maintenance committee**

A Maintenance Committee composed of following members shall be constituted for the tenemental scheme:-

- (1) Executive Engineer
- (2) Assistant Executive Engineer
- (3) Estate Officer
- (4) Community Development Personnel
- (5) President or Secretary of the RWAs

The Executive Engineer is the Chairman of the Committee. The Maintenance Committee will prioritize the works to be executed. The Maintenance Committee will convene a meeting once in a month.

Any discrepancies or difference of opinion in deciding the preference of works or fund allocation, the Superintending Engineer of the concerned Circle is empowered to resolve the issue for smooth execution of the work.

## **7) Federation of RWAs**

Depending upon the number of tenements, RWAs are formed in each block or 1 for the whole scheme. If the tenemental scheme is of large size with more tenements, more than 1 RWAs may be formed. In such cases, a Federation of RWAs may be formed in that particular scheme with equal representation from all the RWAs of the scheme. The federation of RWAs are also to be registered. The federation is a forum of resolving issues among RWAs and to take care of common property resources of the tenemental scheme.

## **8) Appeals**

Appeals on various issues, if prevailing among the RWAs and its members shall be made to the Maintenance Committee of the tenemental scheme. As part of the dispute resolution mechanism at the scheme level, the Superintending Engineer of the concerned circle is designated as the Appellate

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Authority. The final Appeal lies with the Managing Director of the Tamil Nadu Urban Habitat Development Board.

**9) Capacity Building**

Capacity building will be provided to the office bearers and a few members of the Resident Welfare Associations in coordination with the Department of Registration. Capacity building on Registration, functions, bylaws, conduct of meeting, passing of resolution, maintenance of registers, accounts procedure, collection of maintenance amount, auditing, hand holding with Government Departments, maintenance of tenements, etc., have to be imparted to Resident Welfare Associations to facilitate proper functioning, maintaining and sustainability of the Resident Welfare Associations.

**HITESH KUMAR S MAKWANA  
PRINCIPAL SECRETARY TO GOVERNMENT**

**//TRUE COPY//**

*E. Gaj* 17/12/2021  
**SECTION OFFICER**  
*[Signature]*  
17/12/2021