



GOVERNMENT OF KERALA
Abstract

RECEIVED DATE
No. 785/Hc 27/12/12

Housing Department- Articles of Management of Innovative Housing Scheme 2012- Sanction Accorded-Orders issued

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HOUSING (B) DEPARTMENT

G.O(Rt)No:87/12/Hsg. Thiruvananthapuram, Dated 18/12/12.

Read:-(1)GO(Ms) No.17/ 2008/Hsg. dated 21/12/2008
(2) Letter No.P4/311/2011/HB dated 20/12/2011 from
the Secretary, Kerala State Housing Board. Thiruvananthapuram

ORDER

Government had accorded Administrative Sanction for Innovative Housing Scheme for Economically Weaker Sections as per GO read as 1st paper above.

The Secretary Kerala State Housing Board as per letter read as 2nd paper above informed that the Scheme has to be modified and forwarded the revised Articles of Management by making modification in Allotment & Management Procedure of the Scheme for approval.

Government have examined the matter in detail and are pleased to accord sanction for the revised Articles of Management of Innovative Housing Scheme 2012 appended herewith, by revising the Allotment & Management Procedure of the Scheme.

(By order of the Governor)
T.O.SOORAJ
Secretary to Government

To

The Secretary, Kerala State Housing Board, Thiruvananthapuram
The Housing Commissioner, Thiruvananthapuram
The Accountant General(A&E/Audit), Kerala, Tvm
Stock File/Office Copy

Forwarded/By Order

Section Officer

INNOVATIVE HOUSING SCHEME, 2012

1. Preamble: The Innovative Housing Scheme is a Government scheme framed by the Kerala State Housing Board at the instance of the Government of Kerala under section 38 of the Kerala State Housing Board Act , 1971 to provide housing facilities to the poor urban workers who are increasingly displaced from the city limits from their work place. Under the scheme residential flats are constructed in urban areas which would be provided at cheap rental rates to the workers' families.

CHAPTER 1

1. Short title and commencement - (1) This scheme may be called the Innovative Housing Scheme, 2012.
2. It shall come into force at once and will be applicable to all Innovative Housing Schemes already formulated as detailed in the Preamble..

2. Definitions

In this scheme, unless the context otherwise requires, -

- (1) "Act" means Kerala State Housing Board Act, 1971
- (2) "Beneficiary" means an Indian citizen who is a native of Kerala and a member of working class belonging to Below Poverty Line category except for Chairman's Quota
- (3) "Board" means Kerala State Housing Board constituted under section 4 of the Kerala State Housing Board Act, 1971
- (4) "City Limit" means limit upto which jurisdiction of the concerned Corporation exists.
- (5) "Committee" means the Allotment Committee / Management Committee formed under Sections 25 and 26 of the Kerala State Housing Board Act , 1971
- (6) "Competent Authority" means the Competent Authority with power to evict persons from Board premises including the premises covered under the Innovative Housing Scheme and recover rent or damages invoking Sections 85 and 86 of the Kerala State Housing Board Act 1971.
- (7) "Convener" means the Convener of the Allotment Committee / Management Committee formed under this scheme.
- (8) "Government" means Government of Kerala

- (9) "Regulations" means the Kerala State Housing Board (Association of persons with the Board and Appointment of Persons to Committee) Regulations, 1973.
- (10) "Urban Area" means city area / Corporation area/Municipal area
- (11) "Work Place" means place within the urban area where the beneficiary works
- (12) "Worker" means person doing any physical / mechanical work
- (13) "Working Class" means category of person doing physical / mechanical work

3. Objectives : The primary objective of Innovative Housing Scheme is to offer affordable, comfortable, environment friendly, tidy and sustainable dwelling place to working class people in urban areas who belong to far away places. It is also intended to act as a catalyst in solving the housing problems of the migrant labourers in urban areas. Hence GOVERNMENT have caused to make buildings and the Board has been entrusted to build and operate the same.

4. Constitution of Management Committee

Based on the guidelines issued by Government, the flats and the scheme area will be under the ownership and control of the Board till Government decides otherwise. Hence running of the scheme is in consonance with section 67(3) of the Act and will be controlled by Committees formed under provisions of the Kerala State Housing Board Act, 1971 and regulated by Kerala State Housing Board (Association of persons with the Board and Appointment of person to committees) Regulations, 1973.

CHAPTER II

5. Innovative Housing Management Procedure

(1) The innovative Housing Scheme consists of the land and the building constructed by the Board along with all the facilities provided therein which are more particularly described in Annexure II of the scheme and hereinafter referred as Innovative Building. The innovative building shall be managed by a management committee.

6. Management Committee (1) The Management Committee consisting of 5 members, shall be constituted to manage all affairs of the innovative building. It shall have a President and a Convener. The term of the committee shall be till the Government decides to withdraw the ownership and control assigned to the Board. The members of the Committee including the President shall be appointed by the Board as per the Regulation.

1. President :- The Chairman / Board Member nominated by the Chairman of the Board shall be the President of the committee.
 2. Convener:- The Executive Engineer of the division concerned of the Board shall be the Convener of the committee.
 3. Other members of the Managing Committee shall be the following persons.
 - i) Secretary / Officer nominated by the Secretary of the Board.
 - ii) A representative from Social welfare department as decided by the District Social Welfare Officer.
 - iii) One elected member from the tenants – to be co-opted after selection of tenants and approved by the Committee Members.
- (2) The committee shall be convened as decided by the President or once in three months. The quorum of the committee shall be three. The Venue of the meeting shall be fixed by the Management Committee.

7. Duties, Power and Responsibilities of the Committee

This committee is responsible for all the administrative affairs of the innovative building and accountable to the Board and the Government. The responsibilities include:

- i) Formulation of the criteria for the selection of tenants in accordance with the directions of the Government from time to time.
- ii) Formulation of code of conduct and rules and regulations that are to be observed by the tenants from time to time.
- iii) Implementation of these codes of conduct and rules
- iv) Intimating the vacancy position to the Allotment Committee and Accommodation of tenants selected by the Allotment Committee.
- v) Collection and administration of revenue of the building including periodical revision of rent, common amenity expenses, maintenance charges and security deposit.

vi) Power to commit expenditure and issue administrative sanction to expenses

vii) Giving direction to the competent authority for eviction of defaulters and tenants who are found violating the rules and code of conducts of the Innovative Housing Scheme. Any person aggrieved by an order of the competent authority shall prefer appeal to the Government within a month. Revenue Recovery proceedings shall be invoked against the defaulters who have defaulted payment of rent for 2 months, invoking Section 85 & 86 of the Kerala State Housing Board Act 1971.

viii) Maintenance of Accounts and submission of audited accounts to Government annually. The accounts shall also be audited by Directorate of Local Fund Audit Department / Government also under remission of audit fee.

ix) Qualification/payment of wages/Tenure of contract of the staff of Innovative building shall be decided by the Management Committee.

x) In managing the affairs of the Innovative Building the committee shall have the powers to sue any person or body corporate or entity for causes that it thinks necessary and initiate any legal proceedings against any body to recover dues or to overcome any obstructions or to defend any suit filed against the Committee / Dwelling unit in any Courts or Tribunals. The Committee shall be represented by the convener in all suits and legal proceedings filed by or against the committee. The expenses in this regard shall be initially expended from the common revenue and later from the persons liable as per orders of courts.

x) Notwithstanding anything contained in this Scheme directions of the Govt of Kerala for the running of Innovative building shall prevail.

8. Powers, duties and responsibilities of the President of the Management Committee

- (i) The President shall preside over the Management Committee meeting. If president is absent from the meeting a member chosen by the committee will preside for the meeting.
- (ii) Power to convene the meeting when he thinks it necessary.
- (iii) Have a second or casting vote, in case of equal votes while deciding a question by majority
- (iv) Power to ensure that the functioning of the Management Committee is in conformity with the Law and limited to the authority that extended by the provisions of this scheme.
- (v) Be the Appellate Authority in any decision taken by the Convener, unless otherwise provided.

9. Powers, duties and responsibilities of the Convener of the Management Committee

The convener shall,-

- (i) shall convene the meeting of the Management Committee as per the direction of the President;
- (ii) manage the day to day affairs of the Innovative Building units including upkeep of the units dwellable, neat and tidy;
- (iii) appoint necessary staff for the functioning of the innovative building subject to ratification by the Management Committee;
- (iv) allot the dwelling units and execute agreement with the beneficiaries from the list approved by the Allotment Committee;
- (v) responsible for collection of Revenue from the beneficiaries and any other sources;
- (vi) maintain Accounts as per the Accounting Procedure followed by the Board;
- (vii) maintain a separate Bank account in a nationalized bank with the concurrence of the Board for the exclusive purpose of Innovative Housing Scheme;
- (viii) incur the expenditure as authorized by the Management Committee;
- (ix) prepare and submit periodical reports, estimates and accounts before the Management Committee and get its approval;
- (x) be the competent authority to evict the defaulters and violators of code of conducts, rules and Regulations of the Innovative Housing Scheme as per section 85 and 86 of Kerala State Housing Board Act, 1971 with the prior consent of the Management Committee and also requisitioning authority for initiating RR proceedings to realize the dues subject to the approval of the Committee;

- (xi) incur expenditure on exigencies subject to the ratification of the Management Committee;
 - (xii) create and maintain an imprest of an amount not more than Rs10000/- (Rupees Ten thousand only) for meeting day to day expenses connected to the building;
 - (xiii) be responsible for timely payment of rates and taxes due to the Government /Local bodies / Kerala State Electricity Board/ Kerala Water Authority etc;
 - (xiv) vacate the tenants on expiry of agreement or on request of the tenants before the expiry of agreement;
 - (xv) fill up of vacancies in the building from the list approved by the Allotment Committee;
 - (xvi) propose list of beneficiaries as per terms and conditions stipulated by the Management Committee and to get it approved by the Allotment Committee from time to time; and
- (2) Shall be the custodian of the assets of the Innovative Housing Scheme.

10. Monthly payment for each Dwelling Unit

Monthly rent	:	Rs.600/-
Common Amenities Expenses	:	Rs.300/-
Maintenance charge	:	Rs.100/-

Total		Rs.1000/-
		=====

11. Security amount - The initial security amount fixed for each dwelling unit is Rs.6,600/- (600x11). The amount shall be remitted before executing the agreement. The security amount without any interest shall be refunded to the beneficiary after deducting any dues /penalties /charges at the time of vacating the premises. Security amount shall be revised on renewal of contract or as decided by the Management Committee.

12. Payment of rent and common expenses - One unit will be set apart as office cum store for the smooth functioning of the Building. The individual connections for the power and water supply shall be provided by the Management Committee. The charges for the same must be remitted to the

concerned authority by the beneficiary and receipt produced before the Convener for verification at the time of remittance of rent. The tenants are liable to remit the rent along with the service tax at prevailing rates and common expense charges on or before the 10th of every month without fine and on or before 25th of the month with a fine as decided by the Management Committee. If the tenant default the payment consecutively for two months he/ she shall be evicted from the premises with due notice. The monthly payment of the tenant includes the rent fixed for the dwelling unit and common expenses as detailed below:

The common expenses such as sweeping and cleaning charges, establishment expenses, Common power and water charges, waste disposal charges, day to day maintenance charges etc. shall be borne by the beneficiaries in a proportionate basis, if found to be in excess of the amount collected with the rent for the common amenities expenses.

13. Establishment and Organizational Structure - A unit in the building shall be reserved for the use as office and store under the control of the convener. Convener has the power to authorize any officer under his control to collect revenue, carry out maintenance work, and watch and ward of the premises, sweeping and cleaning of the common area and the premises, and disposal of waste from each dwelling unit. Two sweepers and a security guard cum electrician and such personnel shall be posted by the Convener as per requirement as directed by the Management Committee.

14. Assets of the Innovative Housing Scheme - (1) The land mentioned in Annexure II and all other improvements.

(2) Building mentioned in Annexure II with all amenities, furniture and fixtures.

(3) Compound wall, well, drains, Gate etc.

(4) Working Capital provided by the Board /Govt. for starting and functioning.

(5) Any other assets created by the Board / Govt. / Management Committee from time to time.

15. Liabilities of Innovative Housing Scheme

(1) Fund invested by the Board / Govt / Management Committee from time to time.

(2) Any other liabilities created by the Board / Govt. / Management Committee from time to time.

16. Revenue of Innovative Housing Scheme

- (1) All receipts obtained from the tenants including security, rent, Common expense charges, interest on investments and securities.
- (2) All receipts from the assets of the Innovative Housing Scheme
- (3) Any other receipts treated as revenue of the Innovative Housing Scheme as decided by the Management Committee.
- (4) All Revenues /Receipts shall be remitted only to the Bank Account maintained by the Convener.

17. Expenses of Innovative Housing Scheme

- (1) All expenses required to run the Innovative Housing Scheme including Establishment wages etc.
- (2) Any expenses to maintain the building, furniture ,utilities and other amenities.
- (3) Rates and taxes payable to Kerala State Electricity Board/Local Bodies /Government /Kerala Water Authority etc./ Service Tax payable to Central Govt.
- (4) Any other expenses that shall be treated as expense as decided by the Management Committee.
- (5) 12.5% of the Rental Income shall be collected by Kerala State Housing Board monthly as Management Fees with Service Charge applicable.
- (6) All expenses of the Scheme shall be met from the Separate Account maintained by the Convener

18. Maintenance of Accounts :- All books of Accounts shall be kept as per the Accounting standard set out by the accounting rules prescribed in maintenance of Accounts Rules 1984. The following Books of accounts shall be maintained by the Convener.

- 1: Receipt Book
2. Cash Book
- 3: Day book
4. Ledger
5. Bank Book
- 6: Tenant's register
7. Stock register
8. Tools and Plant Register
- 9: Cheque Memo Register
10. Aquittance Register

11. Agreement Register
12. Attendance Register
13. Imprest Register
14. File Register (Index)
15. Visitors Book
16. Minutes Book
17. Register of Priority of Tenants
18. Complaint Register
19. Any other Registers suggested by Management Committee/ Government / Kerala State Housing Board/ Audit team.

CHAPTER III

19. Establishment Regulation - 1. The Convener is the Head of Establishment for the Innovative Housing Scheme and the day to day affairs of the running of the scheme. He shall post one security guard cum electrician and two sweepers on contract basis as directed by the Management Committee' – The remuneration, period and mode of selection shall be decided by the Management Committee.

A. Qualification of Security Guard cum Electrician

A healthy person having qualification and knowledge in Electrical and plumbing works as decided by the Management Committee shall be appointed as Security Guard-cum-electrician, whose duties are -

- (i) Protection of assets of the Innovative Housing Scheme and its tenants;
- (ii) Operation of water supply and Electrical installations and its day to day maintenance for an uninterrupted supply of power and water to tenants.
- (iii) Operation of common lighting; and
- (iv) Any other duties entrusted by the Convener.

B. Sweepers:- Any person who are able to keep the multi-storied building and its premises clean and hygienic shall be appointed as Sweeper whose duties are -

- (i) Daily Sweeping of Common areas, courtyards etc. to the satisfaction of the Convener /Management Committee;
- (ii) Daily watering and maintenance of garden and plants to the satisfaction of the Convener /Management Committee.
- (iii) Collection of wastes from tenants and disposal of the same suitably.

(iv) Any other duties entrusted by the Convener.

(2) The remuneration for Security Guard cum Electrician and Sweepers shall be given by the convener from the account provided for the Innovative Housing Scheme as per terms and conditions approved by the Management Committee.

CHAPTER IV

20 (a) **Application Form** :- The application shall be made in the form given in Annexure I of this scheme.

(b) **Prospectus and conditions** - Innovative Housing Scheme is intended to act as a catalyst in solving the housing problems of the migrant labours in urban areas. Hence, GOVERNMENT OF KERALA has caused to make a building the details of which are shown in Annexure II and the Kerala State Housing Board a body constituted under the Kerala State Housing Board Act 1971 (19 of 1971) has been entrusted to build and operate the same.

(c) **Dwelling Unit**: - The details of the premises and dwelling units are shown in Annexure II. Electricity and water supply is provided. Common cleaning, waste disposal, power and water supply and security will be provided by the Management Committee for which the common expense charges shall be collected from the beneficiaries in a proportionate basis.

(d) **Allotment Committee** - An Allotment Committee consisting of 5 Members shall be constituted for selection of beneficiaries and for allotment of the dwelling units. It shall have a President and a Convener and the committee consists of -

1. Chairman / Secretary, Kerala State Housing Board – President of the Committee
2. Executive Engineer of the Division concerned, Kerala State Housing Board - Convener of the Committee
3. Ward Member of the Local Body.
4. Representative of District Collector as decided by him, and
5. A representative of Labour Dept. as decided by the District Labour Officer.

The Committee shall be represented by the Convener in all suits and other legal proceedings filed by or against the committee.

CHAPTER V

21. Procedure for Allotment

(a) **Qualification of the Beneficiary** - (1) The beneficiary shall be an Indian citizen who is a native of State of Kerala and a member of working Class belonging to Below Poverty Line Category except for the Chairman's Quota.

(2) He/ She should not be a permanent resident of Corporation /Municipality / Panchayat where the building is located and working in the locality of Corporation /Municipality / Panchayat where the scheme is located.

(b) **Selection of beneficiaries:-** 20% of the units shall be reserved as Chairman's quota from which allotment shall be made at the discretion of the Chairman, Kerala State Housing Board to permanent / Casual/ Temporary / contract employees of Kerala Govt/ Kerala State Housing Board such as Drivers, Last Grade Employees, Watchmen, Lift Operators and from any other categories of persons as decided by the Kerala State Housing Board. Application shall be called for the remaining 80% of dwelling units in the prescribed form as mentioned in Annexure I by giving publicity in local news papers and notice boards of near by local self Governments and village offices. A list of applicants shall be prepared and submitted to the Allotment Committee for approval. If the number of applications exceeds the number of units available the priority will be decided by taking lots by the Allotment Committee on pre declared venue and time , and a list will be published which has a validity for 33 months and subsequent vacancies shall be filled up from among the list published by the Allotment Committee.

As per the guidelines of the Government 33% shall be reserved for the women workers who are single, widowed, deserted, separated or divorced. The quota for this class will be governed by the Government direction from

time to time. The balance shall be reserved for families / women lone workers. The women lone workers shall share the facility at least with 2 more persons of the same gender. The allotment shall be on a monthly rental basis. The beneficiaries shall execute an agreement with the Convener of the Management Committee in the prescribed format for a period of 11 months and can be renewed subsequently subject to a maximum period of 33 months. Security amount as given in the scheme or as revised by the Management Committee shall be remitted by the tenant before executing the agreement. No body shall be allowed to continue occupation on any ground beyond 33 months from the date of first occupancy. It should be strictly understood that subletting of any form is prohibited and considered as serious violations of conditions and automatically qualifies the tenant for eviction. The tenants shall possess an identity card issued by the Convener of the Allotment Committee and produce it for verification as and when required. The rent shall be fixed by the Management Committee from time to time. The charges for the power and water supply must be remitted to the concerned authority by the beneficiary and the receipt should be produced before the convener for verification at the time of remittance of rent.

22. To apply for the Dwelling Unit - Application in Annexure I can be collected from the convener, Allotment Committee. (Executive Engineer, Kerala State Housing Board ,-----) on remittance of Rs100 + VAT in cash , from the date published for sale. The filled up, application forms shall be submitted to the Convener, Allotment Committee on or before the date prescribed, along with following documents.

1. Recent Passport size photographs 2 Copies
2. Self attested copies of Voters Identity card /Driving license./ Passport / Adhaar or any other document prescribed by the Management Committee. (Originals to be provided later for verification)
3. Residence certificate from Panchayat / Municipality / Corporation
4. BPL certificate from Panchayat. In case of the applicants under Chairman's Quota, Salary Certificate shall be produced from the employer and gross salary shall be less than Rs.25,000/- per month at present which shall be decided by the Management Committee from time to time.
5. Registration card of Workers Welfare Boards / certificate from the present employer or Labour Officer.
6. Copy of ration card / List of family members issued by the Village Officer.

SECRETARY
KERALA STATE HOUSING BOARD

Annexure-I

Form Rs100+ VAT

No.

Kerala State Housing Board

Innovative Housing Scheme at -----

Application Form

(An Innovative Rental Dwelling Unit for the migrant urban working class of an organized sector of the society)

PHOTO

1	Name of Applicant	
	Address:	
i.	Permanent	
	District	
	Taluk	
	Local Body	
ii.	Present	
	District	
	Taluk	
	Local Body	
2	Name of father/husband	
3	Details of applicant	
a	Date of Birth and Age	
b	Whether SC/ST/OBC/General (give details)	
c	Marital Status	Single/Married/Others
d	Name of Spouse	
e	Name of children with date of birth	

f	Voters' ID Number of Applicant		
g	Ration Card Number of Applicant		
h	Phone No.		
4	Annual Income of the family		
	Name:	Amount (Rs.)	Source
i	Applicant:		
ii	Spouse:		
iii	Other Source:		
	Total		
5	Details of Employment		
i	Name of Institution Address		
ii	Whether member of a Welfare Fund/Board		
iii	If so Name of Fund/Board		
	1. Membership No.		
	2. Enrolment Date		
	3. Validity expiry on		

Declaration

I..... s/o, d/o, w/o do hereby declare that the particulars given above are true and correct to the best of my knowledge and belief and that I / my spouse /or minor children does not own or posses any dwelling unit with in the limits of Corporation of ----- and ----- Panchayat. And I further declare that I have read the prospectus and understood the terms and conditions of the scheme and agree to abide by them and further agree to obey the directions issued by the Management Committee from time to time .

Date
Place

Signature :

Name of Applicant:

Annexure II

Land Details

Sy. No. :

Extent :

Village :

Panchayath :

Taluk :

District :

Details of the Building constructed under
Innovative Housing Scheme

Total Plinth Area of the Building :

No. of Dwelling Units :

Plinth area of each unit :

a) With Services :

b) Without Services :