

- (b) the unspent portion of the grant lying with the District Welfare Officer shall be refunded and deposited in Government treasury on the expiry of utilisation period under relevant receipt head of Welfare Department.

10. Utilisation Certificates will be sent by the District Welfare Officer in Form, Annexure-VIII to the Director. The Director shall send the utilisation Certificates to audit office. Copies of these certificates shall also be available in the office of the District Welfare Officer for scrutiny by the audit or the Government.

Submission of Utilisation Certificates.

11. The proposals for the grant of housing subsidy and subsidy for the purchase of house-sites will be conceived and implemented as a part of an integrated programme of uplift of backward classes. All applications/requests for the grant of such subsidies under these rules shall be thoroughly scrutinized by the District Welfare Officer concerned, placed before the District Committee who shall, keeping in view the budget provision available for the district during that particular year, recommend cases of the most deserving persons. Only the cases so approved by the District Committee will be forwarded by the District Welfare Officer:

Procedure.

Provided that the Chairman of the Committee may recommend cases falling under natural calamity to the Director, in anticipation of the formal approval of the Committee.

Before forwarding such proposals to the Director the District Welfare Officer concerned will ensure—

- (i) that the proposal is accompanied with a statement containing full particulars, viz. name of the beneficiary, his father/husband, village Panchayat, Tehsil, Caste, annual income and profession or trade being followed in duplicate.
- (ii) that in case(s) where housing subsidy to a particular beneficiary has been given in the previous year such cases shall be referred separately and full particulars of the previous grant shall be invariably given.
- (iii) that the person(s) to whom subsidy is recommended to be granted or entitled to receive it under the provision of these rules and that all other requirements of these rules and instructions issued on the subject from time to time, if any, have been fully satisfied.
- (iv) the District Welfare Officer shall invariably record all the certificates prescribed in Annexure IX just below the lists containing the particulars of the beneficiary recommended for the grant of subsidy.
- (v) the original application shall be retained in the office of the District Welfare Officer which shall be available for scrutiny by audit or Government.

12. (a) On the receipt of the proposals from the field/officers these will be scrutinized and examined in the office of the Director who will satisfy himself/herself that the requirements of these rules have been fully complied with. The Director shall be within his/her power to reject or refer back to the concerned District Welfare Officer the cases of doubtful nature for further verification.

Examination of proposals at the Director rate level, Communication of sanctions and maintenance of account there of.

(b) All sanctions shall be communicated in the name of the District Welfare Officer who shall maintain proper account thereof. It shall be exclusively the duty of the District Welfare Officer to ensure and verify

wherever necessary, that funds are utilised properly and in accordance with these rules. Copies of sanctions shall also be endorsed to the audit and account office.

Leasing out-  
on rent the  
houses con-  
structed  
with sub-  
sidy.

13. Government reserves the right to charge 75% of the amount of rent for such time the premises continue to be on lease or till the recoveries so made accrue to the Government amount equivalent to the amount of subsidy, whichever is earlier, if the houses so constructed/repared with the amount of subsidy are leased on rent within five years from the date of completion/utilisation of grant. No beneficiary who has constructed/repaired his house with Government subsidy shall sell mortgage or dispose of the said house for a period of at least ten years from the date of completion of the construction/repair of the house. The consolidated record, showing the details of such cases where recoveries in obedience to these rules have to be made, will be maintained in the office of the District Welfare Officer and shall be available for scrutiny by the audit. The Director shall obtain annual return in respect of such cases from the District Welfare Officers in an appropriate form.

Formation  
of District  
Commit-  
tees.

14. (a) The constitution of the District Committees shall be as may be notified by the Government from time to time. Quorum of the Committee shall be as provided in the notification of the constitution of the concerned committee.

(b) The members of the Committee will be competent to inspect works, from time to time.

Issue of  
further  
executive  
instructions.

15. The sanctioning authority shall issue further executive instructions/orders from time to time, if any, regulating mode of disbursement of grants, time-table for submission for proposals and may prescribe such returns or statements, as it may deem fit.

Quantum  
of subsidy  
to go by  
availability  
of funds.

16. The sanction of subsidies under these rules is subject to the availability of funds and the sanctioning authority reserves the right to determine the amount of subsidy to be given, in each case, in proportion to the funds available.

Annual Re-  
ports.

17. At the end of each year the District Welfare Officer shall send a narrative report to the Director indicating the funds utilised, persons benefited, houses constructed during the year, particulars of persons with details of amount of subsidy given to each, particulars of persons who failed to utilise the funds properly and to the desired extent etc. etc. He shall also state if the unspent portion of the grant, wherever due, have been realised and deposited into the Government Treasury. The Director shall send a consolidated report in this behalf to the Audit Office and the Government alongwith his/her comments.

Inspection  
of works.

18. The officers of the Welfare Department or any other officer nominated by the Government shall have the right to visit and inspect the works being carried on with the amount of subsidy. The District Welfare Officer shall himself visit at least 25% houses constructed by the grantees and shall ensure that the grants are properly utilised in accordance with the terms and

Conditions  
houses at  
Cases of  
who st  
in terr

sid  
b

7  
conditions applicable thereto. The verification of construction/repair of houses at various stages may be undertaken by any member of the Committee. Cases of breach shall be immediately reported to the District Welfare Officer who shall take necessary steps for effecting recoveries from such defaulters in terms of the provisions of rule 19 of these Rules and the Bond.

19. In cases where the District Welfare Officer is satisfied that the subsidy under the scheme has been granted to an un-deserving person(s) or has been secured by fraudulent means or the amount of the subsidy has been mis-utilised or only partly utilised or he has sold, mortgaged or disposed of such house constructed/repared with the help of Government subsidy. In contravention of these Rules, he shall have the right to recover from such person(s) and or the surety/sureties, who is/are jointly or severally liable to refund the amount of subsidy the whole or part of the amount of the subsidy, as the case may be, as arrears of land revenue.

Recoveries.

20. Only in exceptional cases, proposals for writing off of such grants shall be sent by the District Welfare Officers to the Director for obtaining approval of the competent authority in terms of Rule 18.3 of the Himachal Pradesh Financial Rules, 1971 as amended from time to time. Proposal for writing off irrecoverable amounts shall be made only if recoveries cannot be effected from the grantee or his sureties indicated in the Bond in terms of the provisions of these rules.

Write off of grants.

21. The sanction of subsidy shall not deprive any beneficiary of any rights/benefits, such as getting timber, etc. on right holders rates, which otherwise could have been allowed to him.

Protection to the grantees.

22. In case any beneficiary dies before the release of all the three instalments and completion of house, the respective Deputy Commissioners (Chairman of the District Committee) shall have the power to allow the balance amount of subsidy to the actual heirs of the deceased, provided such legal heirs do not possess a house of their own separately and further fulfil the pre-requisites contained in these rules. However, before allowing the balance subsidy to the legal heirs of the deceased, a Bond in the prescribed form, Annexure-X shall be got executed. The grantee will also arrange for a surety bond in Form, Annexure-VI.

Powers of payment of subsidy to the legal heirs in case of death of the original beneficiaries.

23. The Bonds/Agreements executed by the beneficiaries shall be kept under proper custody by the District Welfare Officers and shall be produced before Audit and other inspecting authority as and when required.

Custody of Bonds/Agreements.

24. The subsidy will be debitable to the following heads of accounts or such other heads of accounts as may be prescribed by the Government, from time to time:—

Head of Accounts.

- (1) In the case of Scheduled Castes and other Backward Classes. 288—Social Security and Welfare-C—Welfare of Scheduled Castes Scheduled Tribes and other Backward Classes (b) Welfare of Scheduled Castes, (b) (iii) housing subsidies.
- (2) In the case of Scheduled Tribes. 288—Social Security and Welfare-C—Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes (c) Welfare of Scheduled Tribes (c)(iii) housing subsidies.

## ANNEXURE I

[Rule 6(a)]

APPLICATION FOR THE GRANT OF SUBSIDY FOR THE  
PURCHASE OF HOUSE-SITETo  
The District Welfare Officer,  
.....

I request for the sanction of subsidy amounting to Rs.....  
under this scheme and give particulars required against each item in the appli-  
cation.

1. Applicant's name (in Block letters).....
2. Father's/Husband's name (in Block letters).....
3. Caste (Whether Scheduled Caste or Scheduled Tribe).....
4. Applicant's full address.....  
Village....., Post Office.....  
Thana....., Panchayat.....  
Tehsil....., District.....
5. Age of the applicant ..
6. Occupation ..
7. Particulars of dependents living with  
the applicant ..
8. Do you own any land already? If so,  
give details thereof ..
9. Do you own a house of your own?  
Answer 'Yes' or 'No' ..
10. Has any relative of your applied for  
the grant of this assistance? If so, give  
particulars and your relationship  
with him ..
11. Do you undertake to buy a house-site  
within six months of the receipt of  
subsidy amount, in case it is sanc-  
tioned to you? ..
12. Do you undertake to construct a house  
on the plot so purchased within three  
years? ..
13. The annual income of the applicant  
from all sources ..

I certify that the information given above is correct to the best of my  
knowledge and belief and that nothing has been concealed.

Dated:.....

*Signature of the applicant.*Permanent Address.....  
.....

## VERIFICATION

The above facts are verified.

*Signature of Tehsildar/Magistrate.*

9  
35/1  
ANNEXURE II

(Rule 7)

LIST OF AREAS BORDERING ON THE HIMALAYAS SUBJECTED  
TO HEAVY SNOW FALL

Excepting Bilaspur (excluding Bahadurpur area) all the other districts are subject to snow fall. The names of places in each district are indicated as under:—

1. SIMLA DISTRICT:

Narkanda  
Rampur  
Khadrala  
Kotgarh  
Kotkhai  
Thanadhar  
Theog and Jubbal  
Matiana  
Baghi  
Simla tehsil  
(i.e. the whole of Simla district except Suni-Sub-Tehsil).

2. CHAMBA DISTRICT:

Tehsil and Sub-Tehsil  
Pangi  
Bharmour  
Tissa  
Chamba.

3. SIRMUR DISTRICT:

Sarahan  
Pachhad Tehsil  
Ranuka  
Trans Gori Areas.

4. MANDI DISTRICT:

Parts of Tehsil Sadar  
Jogindernagar  
Karsog  
Chachiot.

5. KINNAUR DISTRICT:

(As a whole).

6. LAHAUL AND SPITI DISTRICT:  
(Whole of district).

7. KULU DISTRICT:

Manali.

8. KANGRA DISTRICT:

Upper areas of Dharamsala and Palampur.