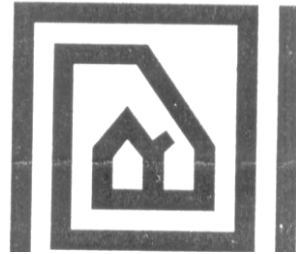


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THE RIGHT TO INFORMATION ACT 2005

THE CATEGORY OF RECORDS

4.1(b) (i)

The particulars of organization, functions and duties	M.P. Housing Board is formed under M.P. Housing Board Act 1973. M.P. Housing Board is mainly formed for colony development and other commercial and deposit work, throughout Madhya Pradesh.
Consist of all organization of the department	
Functions and duties as in the Administrative reports which is tabled in Vidhansabha	

4.1 (b) (ii)

The Power and Duties of its officers and employees	Housing Board at district level is working under Head Office Bhopal. In maximum case the power is centralized at Head Office
Work distribution of the office	
All employees have to be covered	

4.1 (b) (iii)

The procedure followed in the decision making powers including channels of supervision and accountability	
Decision making process in Graphic from (one page)	Division Level
	<pre> graph LR DA[Dealing Assistant] --> DA1[Divisional Accountant] DA1 --> EE[Executive Engineer Decision authority under guidance of Head Office] </pre>

4.1 (b) (iv)	
The norms set by it for the discharge of functions	Quantity target for the work to be done in the year

	Activity/ Function	Time norms	Quality norms	Quantity
Sagar	HIG Super at H.S.Gour Nagar	6 Months	As per CSR & PWD Manual	04 houses
	Const. of MIG DX and HIG Duplex at D. D. Nagar Sagar	12 months	As per CSR & PWD Manual	07 MIG DX & 09 HIG Dup.
	LIG House at D.D. Nagar Sagar	06 Months	As per CSR & PWD Manual	10 house
	Const. of Reg. Office Bldg of Pollution Control Board Sagar	09 Months	As per CSR & PWD Manual	01 Office Bldg.
	Const. of Awasiya Vidyalala S/C Welfare Dept. Sagar			
	(a) School Bldg.	12 Months	As per CSR & PWD Manual	01 School Bldg.
	(b) Boys and Girls Dormitory	12 Months	As per CSR & PWD Manual	02 Nos.
	(c) Staff Qtrs.	12 Months	As per CSR & PWD Manual	26 Qtrs.
Damoh	MIG House at Vivekanand Nagar Damoh	06 Months	As per CSR & PWD Manual	09 house
Bina	MIG and HIG House at D.D. Puram Bina	06 Months	As per CSR & PWD Manual	04 MIG & 04 HIG

4.1 (b) (v)

The Rules, Regulations, Instructions, Manuals and Records held by it and under its control or used by its employees for discharging and functions. Original text to be given in electronic forms. (with Hyper text link) in the following order

Difficulty and enormity of Collection particularly for Collector/DM

Acts	M.P. Housing Board Act
Rules	M.P. Civil Services Rules
Regulation	As directed by Head Office
Manuals	PWD Manuals
Circulars	As per circulated by Head Office

4.1 (b) (vi)

Statement of Categories of Documents that are held by it or under its control

S. No.	Name of Document	Kind of Documents	Nature of and Contents of Documents	Duration of records
1	Measurement Book	Book	Measurement and Expenditure of work	From beginning to end of the work
2	N M R	File	Attendance of labour and progress of work	For one month
3	Cashbook	Register	Ledger for income and expenditure	Permanent
4	Registration Register	Register	Registration for allotment of house	Permanent
5	Ledger	Register	Account of allotted house	Permanent
6	Allotment & Possession Order	File	Record of Allotment of house	Permanent

4.1 (b) (vi)

Particular of any arrangement that assist for consultation with or representation by the member of the public in relation to the formation of its policy or implementation thereof

Structure of consultative committee in which public representative are members

Boards members are there at Board level

4.1 (b) (viii)

Statement of Board committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as together meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public

Related with Head Office

4.1 (b) (ix)

A Directory of its officers and employees

S. No.	Name	Designation	Address, Contact No. if any
1	N. K. Deshpande	Executive Eng.	Jr. HIG DX 25 H.S.Gour Nagar, Sagar Ph:262205
2	G. D. Vishwakarma	Asstt. Eng.	AE-2, D. D. Nagar Sagar Ph. 9425156503
3	R. K. Upadhaya	Estate Manager	MIG-I, 204, D. D. Nagar Sagar Ph: 262548

4	M. K. Chaturvedi	Accountant	Nr. Rahatgarh Busstand, Sagar
5	S. N. Dwivedi	Sr. Asstt.	LIG – 44, Padmakar Nagar Sagar
6	K. A. George	Sr. Asstt	C/5, Staff Qtr., D. D. Nagar, Sagar Ph: 262082
7	B. S. Mehra	Sub Eng.	HIG-18, H. S. Gour Nagar Sagar
8	K. S. Suman	Sub. Eng.(Elect)	D/6, Staff Qtr., D.D. Nagar Sagar
9	R. K. Sen	Accountant	MIG-25, Padmakar Nagar Sagar Ph: 231564
10	P.K. Sahu	Sub Eng.	Nr. Sarasawati Sishu Mandir Motinagar Sagar Mob.9302910365
11	G.S. Dubey	Sub. Eng.	HIG 57, D. D. Nagar Sagar Ph: 262024
12	A.R. Ahirwar	Sub. Eng.	AE Qtr No.1, D.D. Nagar Sagar Ph: 262289
13	G.P. Ahirwar	Sub. Eng.	D-3, Staff Qtr, D. D. Nagar, Sagar
14	N. R. Triupathi	Sub. Eng.	HIG-72, D.D. Nagar Sagar Ph: 262043
15	R.K. Choubey	Sub. Eng.	Nr. Wire House, Gopalganj, Sagar
16	S.K. Jain	Sub. Eng.	HIG-20, D.D. Nagar Sagar
17	R.K. Shrivastava	Sr. Asstt.	MIG-II, 48, D.D. Nagar Sagar
18	S. N. Tiwari	Sr. Asstt.	C/2, Staff Qtr. D. D. Nagar Sagar Ph: 263033
19	R. S. Ahirwar	Sr. Asstt.	Makronia, Sagar Ph: 261044
20	J. P. Mishra	Asstt.	D/5, Staff Qtr. D. D. Nagar Sagar
21	Jeevanlal Verma	Asstt.	D/2, Staff Qtr. D. D. Nagar Sagar

22	K. L. Rathore	Asstt.	C/1, Staff Qtr, D. D. Nagar, Sagar
23	M.L. Chaturvedi	Asstt.	Rental Qtr.5, Padmakar Nagar Sagar Ph:230041
24	R. K. Saini	Asstt.	MIG-1, D.D. Nagar Sagar
25	Tikaram Ahirwar	Asstt.	Makronia Sagar
26	Raghuraj Singh	Asstt.	C/3, Staff Qtr. D. D. Nagar Sagar
27	B. N. Pandey	W/C Asstt.	MIG-II, D. D. Nagar Sagar
28	Suresh Kumar Selke	Peon	LIG-18, D. D. Nagar, Sagar
29	Balkishan Ahirwar	Peon	LIG-15, D.D. Nagar Sagar
30	Devi Singh	TG-I	D.D. Nagar Sagar
31	Dhan Singh	TG-II	D.D. Nagar Sagar
32	Mahesh Prasad Vishwakarma	TG-I	Janta House, 772, World Bank Colony, Sagar
33	Mannulal Patel	TG-I	LIG-16, D.D. Nagar Sagar
34	Ramdas Sahu	TG-I	LIG-16, D.D. Nagar Sagar
35	Gopal Singh	TG-I	LIG-16, D.D. Nagar Sagar
36	Munnilal Patel	TG-I	LIG-16, D.D. Nagar Sagar
37	Shaligram Lodhi	Pump Attendant	LIG-17, D.D. Nagar Sagar
38	Achalal Raikwar	Plumber	LIG-100, D.D. Nagar Sagar
39	Ramprasad Patel	TG-II	D.D. Nagar Sagar
40	R.K. Soni	Driver	Rental Qtr.8, Padmakar Nagar Sagar
41	Pursuttam Vishwakarma	TG-I	D.D. Puram Bina
42	Ganesh Prasad Vishwakarma	TG-II	D.D.Puram Bina
43	Hemchand Sharma	TG-II	D.D.Puram Bina
44	Nandkishore Patel	TG-II	D.D.Puram Bina

4.1 (b) (x)

The monthly remuneration received by each of its officers & employees including the system of compensation provided in its regulations

Monthly remuneration and Compensation to be filled with treasury data/bank

S.No.	Name	Remuneration	Compensation
1	N. K. Deshpande	20160.00	
2	G. D. Vishwakarma	16110.00	
3	R. K. Upadhaya	11141.00	
4	M. K. Chaturvedi	8725.00	
5	S. N. Dwivedi	8260.00	
6	K. A. George	10175.00	
7	B. S. Mehra	11508.00	
8	K. S. Suman	8050.00	
9	R. K. Sen	8040.00	
10	P.K. Sahu	14420.00	
11	G.S. Dubey	11980.00	
12	A.R. Ahirwar	11305.00	
13	G.P. Ahirwar	11072.00	
14	N. R. Tripathi	11040.00	
15	R.K. Choubey	14332.00	
16	S.K. Jain	14679.00	
17	R.K. Shrivastava	8095.00	
18	S. N. Tiwari	9090.00	
19	R. S. Ahirwar	8740.00	
20	J. P. Mishra	6966.00	
21	Jeevanlal Verma	6718.00	
22	K. L. Rathore	6269.00	
23	M.L. Chaturvedi	6180.00	
24	R. K. Saini	6180.00	
25	Tikaram Ahirwar	5100.00	

26	Raghuraj Singh	5874.00	
27	B. N. Pandey	5620.00	
28	Suresh Kumar Selke	5113.00	
29	Balkishan Ahirwar	5541.00	
30	Devi Charan Patel	5764.00	
31	Dhan Singh	5764.00	
32	Mahesh Prasad Vishwakarma	5764.00	
33	Mannulal Patel	5764.00	
34	Ramdas Sahu	5764.00	
35	Gopal Singh	5764.00	
36	Munnilal Patel	5764.00	
37	Shaligram Lodhi	5060.00	
38	Achalal Raikwar	4704.00	
39	Ramprasad Patel	5220.00	
40	R.K. Soni	5690.00	
41	Pursuttam Vishwakarma	5729.00	
42	Ganesh Prasad Vishwakarma	5188.00	
43	Hemchand Sharma	5188.00	
44	Nandkishore Patel	5188.00	

4.1 (b) (xi)

The budget allocated to each of its agency including the particulars of all plans proposed expenditures and receipts and disbursements made. Annual budget allocation and expenditure statement

S. No.	Budget Head	Name of work	Year	Allocations	Expenditure
1		HIG Super at H.S.Gour Nagar	2005-06	20.00 Lacs	17,50000/-
2		Const. of MIG DX and HIG Duplex at D. D. Nagar Sagar	2005-06	68.8 Lacs	18.00 Lacs
3		LIG House at D.D. Nagar Sagar	2005-06	40.00 Lacs	10.00 Lacs
4		Const. of Reg. Office Bldg of Pollution Control Board Sagar	2005-06	33.00 Lacs	26.00 Lacs
5		Const. of Awasiya Vidyalala S/C Welfare Dept. Sagar	2005-06	244.00 Lacs	180.00 Lacs
		(a) School Bldg.			
		(b) Boys and Girls Dormitory			
		(c) Staff Qtrs.			
6		MIG House at Vivekanand Nagar Damoh	2005-06	17.00 Lacs	10.00 Lacs
7		MIG and HIG House at D.D. Puram Bina	2005-06	20.00 Lacs	18.40 Lacs

4.1 (b) (xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :

Programmes and beneficiaries

A. List of the programmes

B. Norms for selection of the beneficiary (original text of the circular to be given in electronic form)

C. Detailed information	S.No.	Name of the programmes	Admn. & sponsoring Dept./Agency	Year	Amount Allocated	No. of beneficiaries
		NOT RELATED				

4.1 (b) (xiii)

Particular of recipients of concessions, permits or authorizations granted by it:

List of the recipients and nature of concession	S.No.	Nature of concession	Name	Address	Year	Kind of support	Approximate value of concession
Available at Head Office							

4.1 (b) (xiv)

Details in respect of the information, available to or held by it, reduced in an electronic form

Information available in the office (link with item 6)

S. No.	Categories	Hard copy	Electronic form
1	Measurement Book	Divn. Office	
2	N M R	Divn Office	
3	Cash Book	Divn. Office & Estate Management Office	
4	Registration Register	Estate Management Office	
5	Ledger	Estate Management Office	
6	Allotment and Possession Order	Estate Management Office	

4.1 (b) (xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Facilities available (Library, public counter etc.) to citizens for information

S. No.	Facility	Names of incharge	Duration of opening (time to be given)	Contact No. Telephone No.
1	For information related to Divn. at Divn. Office	Er. N. K. Deshpande Executive Engg.	Office Hours	(07582) 262446
2	For information related to Estate Management Office	Er. N. K. Deshpande Estate Officer	Office hours	262548

4.1 (b) (xvi)

The names, designations and other particulars of the public information officers

Information available (library, public counter etc.) to citizen for information	Public Information Officer
---	----------------------------

Name	N. K. Deshpande
Designation	Executive Engineer/Estate Officer
Telephone No.	(07582) 2624446/262548
E-mail	
Place of work address	O/o. Executive Engineer M.P. Housing Board D. D. Nagar, Sagar (MN.P.)
Contact hours for public	3.00 p.m. to 4.00 in working day
Assistant Public Information Officer	
Name	G. D. Vishwakarma
Designation	Asstt. Engineer
Telephone No.	9425156503
E-mail Address	
Place of work	O/o.Asstt. Engineer M.P. Housing Board D. D. Nagar, Sagar (MN.P.)
Contact hours for public	3.00 p.m. to 4.00 in working day

4.1 (b) (xvii)	
Such other information as may be prescribed and thereafter update these publications every year	Board has declared relaxation in panel interest for HIG and MIG houses 30% and for LIG and EWS houses 50% up to 31.12.2005.
Any other information in citizen related facilities	

**Executive Engineer
M.P. Housing Board
Divn. Sagar**

M.P. HOUSING BOARD SAGAR DIVISION

12.1

Please provide information about the details of the budget for different activities under different schemes in the given format

S. No.	Name of the scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursement (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
1	11 HIG Sr. 25 MIG Dx and 35 MIG Jr. at H.S.Gour Nagar Sagar	4 HIG Senior	25.03.04	30.12.05	19.14	209.00		16.00	AE/EE Engineer M.P.Housing Board, Sagar
2	9 HIG Sr, 9 HIG Duplex, 7 MIG Dx, 18 MIG Jr. and 56 LIG Sr. at D.D.Nagar, Sagar	7 MIG DX and 9 HIG Duplex at D. D. Nagar Sagar	24.06.05	23.06.06	68.80	213.45		17.00	AE/EE Engineer M.P.Housing Board, Sagar
3	50 LIG Houses at D.D. Nagar Sagar	10 LIG House at D.D. Nagar Sagar	26.08.04	25.10.05	9.96	57.00		10.00	AE/EE Engineer M.P.Housing Board, Sagar
4	Const. of Reg. Office Bldg of Pollution Control Board Sagar	Const. of Reg. Office Bldg of Pollution Control Board Sagar	05.08.04	04.12.05	35.00	35.75		29.35	AE/EE Engineer M.P.Housing Board, Sagar

5	Const. of Awasiya Vidyala S/C Welfare Dept. Sagar	(a) School Bldg.	13.09.04	30.12.05	96.05	394.32		89.00	AE/EE Engineer M.P.Housing Board, Sagar
		(b) Boys and Girls Two Dormitory & Development work	13.09.04	30.12.05	127.70			92.79	
		(c) 26 Staff Qtrs.	13.09.04	30.12.05	77.50			68.81	
6	Const. of Additional Class rooms and developmental work at KVS Bina	Const. of Additional Class rooms and developmental work at KVS Bina	07.11.03	30.12.05	98.00	98.00		92.00	
6	Const. 11 HIG Sr., 14 HIG DX, 27 MIG Jr., 17 LIG Jr. at Vivekanand Nagar Damoh	9 MIG House at Vivekanand Nagar Damoh	10.02.05	30.12.05	18.12	213.00		11.00	
7	26 MIG and 16 HIG and 30 LIG House at D.D. Puram Bina	4 MIG and 4 HIG House at D.D. Puram Bina	25.02.04	30.12.05	19.00	185.00		17.78	

**Executive Engineer
M.P. Housing Board
Divn. Sagar**