

# **Rajasthan Housing Board**

**Information of section 4(1)(b) of the  
RTI Act 2005**

**1. Information of manual no. (i),(ii),(iii),(iv)**

- i) The particulars of its organization, functions and duties.**
- ii) The powers and duties of its officers and employees.**
- iii) The procedure followed in the decision making process, including channels of supervision and accountability;**
- iv) The norms set by it for the discharge of its function.**

## **(i) INTRODUCTION AND OBJECTIVES**

The Rajasthan Housing Board was established on 24<sup>th</sup> Feb, 1970 by promulgation of an RHB Act No. 4, of 1970 (received the assent of The Governor on the 18<sup>th</sup> day of April, 1970) by the Government of Rajasthan as an autonomous body to provide for measures to be taken to deal with & satisfy the need of Housing accommodation in State of Rajasthan. The Board consist of a chairman, appointed by The State Government and of six non official members, nominated by The Government and official Members-Principal Secretary to Government (UDH), Secretary to Government (Finance), Chief Town Planner, Rajasthan and the Housing Commissioner of the Board.

## **BROAD WORKING OF THE ORGANIZATION**

The Board arranges land from Urban Improvement Trusts, Local Development Authorities, Municipalities & also acquires private land through State Government in various cities & towns. After arranging land, the architectural drawings of different categories of houses including layout plan of housing colony are prepared. Thereafter, sale prices of the houses are workout and registration schemes open to invite applications from the prospective buyers to asses demand of houses. Thereafter priority list of successful applicants/waiting list is prepared by draw of lots keeping in view the number of houses planned in this scheme. The registration money is refunded to the unsuccessful applicants after keeping waiting list for appropriate number of houses.

Once the houses are ready for allotment, draw of lot is held for allotment of specific house Nos to the successful applicant & thereafter the allotment letter issued asking the allotment money to be deposited by the allottees. The possession of houses is handed over to the successful applicants after balance cost of houses is recovered from the allottees of out right scheme & SFS scheme and from the allottees of H.P. scheme, the balance amount is recovered in monthly installments.

## **FUNCTIONS AND DUTIES Of RAJASTHAN HOUSING BOARD**

- 1 To provide for measures to be taken to deal with and satisfy the need of housing accommodation in the State of Rajasthan .
- 2 Purchase of land from UIT, local development authorities, Municipalities Collector and other sources and acquisition of private land for residential /commercial purpose through State Government.

## **CONSTITUTION OF BOARD**

According to Section 5 of the Rajasthan Housing Board Act, 1970, Chairman is head of the Board and exercises powers as mentioned in the Act and Regulations of Business framed under Section 53 of the Act. The Housing Commissioner of the Board is Chief Executive, who looks after the day-to-day functioning of the Board and oversees the implementation of policies formulated by the Board.

**The present constitution of Board is as under:-**

<b>SNo.</b>	<b>Name and Designation</b>	<b>Status</b>
1	Chairman Rajasthan Housing Board	Chairman
2	Finance Secretary Government of Rajasthan	Ex. officio Member
3	Principal Secretary Urban Development & Housing Government of Rajasthan.	Ex. officio Member
4	Chief Town Planner Government of Rajasthan.	Ex. officio Member
5	Housing Commissioner Rajasthan Housing Board	Member
6	Board Member	Member
7	Board Member	Member
8	Board Member	Member
9	Board Member	Member
10	Board Member	Member

**ii) ORGANIZATIONAL SET UP AND POWER & DUTIES OF VARIOUS WINGS OF RAJASTHAN HOUSING BOARD.**

The Commissioner of Rajasthan Housing Board is the Chief Executive Officer of the Board. At Headquarter, the Commissioner is assisted by the Chief Engineer, Secretary, Chief Estate Manager, Director (Law) and Asstt. Chief Town Planner & Financial Advisor.

The set up of each wing is as under: -

**(A) ADMINISTRATION WING:**

- 1 The administration wing is headed by the Secretary of the Board who is assisted by the Dy. Secretary, Sr. Personal Manager, Assistant Secretary, Superintendents and other supporting staff.
- 2 All the matters pertaining to administration, establishment and personnel are dealt by this branch.

**(B) ENGINEERING WING:**

- 1 At the Headquarter, the Engineering wing is headed by two Chief Engineers, who are assisted by a Dy. Housing Commissioner, Resident Engineer (HQ) along with supporting staff. There are three Add. Chief Engineer offices along with one Add. Chief Engineer (P&M). Nine Circle offices situated at Jaipur, Jodhpur, Kota, Bikaner, Alwar, Udaipur, headed by Dy. Housing Commissioner works under Addl. Chief Engineer offices. 36 Nos. of Divisions run by Resident Engineers are spread all over the state. In order to bring greater efficiency in the execution of various housing projects of the Board and to manage the projects more effectively project wise deployment of Project Engineers (Senior) and Project Engineers (Junior) have been made.
- 2 Engineering wing is responsible for execution of housing schemes under taken by the Board from time to time at various places and disposal of houses /commercial and institutional property created in these scheme.

**(C) TOWN PLANNING WING:**

1. Town Planning Wing is headed by Addl. Chief Town Planner who is on deputation from the State Town Planning Department who is assisted by a Sr. T.P. & Assistant Town Planners along with other supporting staff.
- 2 This branch is looking after the work of preparation of layout plan of housing scheme and architecture design of different categories of houses, institutional, commercial & other buildings.

**(D) ACCOUNTS WING:**

1. Accounts Wing is headed by the Financial Advisor appointed by the State Govt. who is posted in Head Office, assisted by Sr. Accounts Officer and Account Officers along with other supporting staff.
2. This branch is looking after the Accounts and Financial Management of the Board.

**(E) LEGAL CELL:**

1. The Branch is headed by the Director (Law) appointed by the State Govt. who is assisted by law officers along with other supporting staff.
2. This branch looks after all legal matters and court cases.

**(F) ESTATE MANAGEMENT BRANCH:**

1. This Branch is headed by the Chief Estate Manager appointed by the State Govt who is posted in H.Q. assisted by Estate Manager & Asst. Housing Officer along with other supporting staff. In field Estate management works /at Circle /Division Offices are executed by Dy. H.C. assisted by E.M & A.H.O. along with other supporting staff.
2. This branch look after the disposal of property created by field officer.

**(G) VIGILANCE CELL:**

1. The work of this cell is looked after by the Dy. secretary, who reports to Secretary.
2. The cell is mainly dealing with various complaints received from the public.

**(H) LAND ACQUISITION CELL :**

1. This Branch is headed by the Secretary of the Board appointed by the State Govt. assisted by Dy. Secretary, tehsildars with other supporting staff.
2. This Cell mainly deals with arrangement of land for new housing colonies.

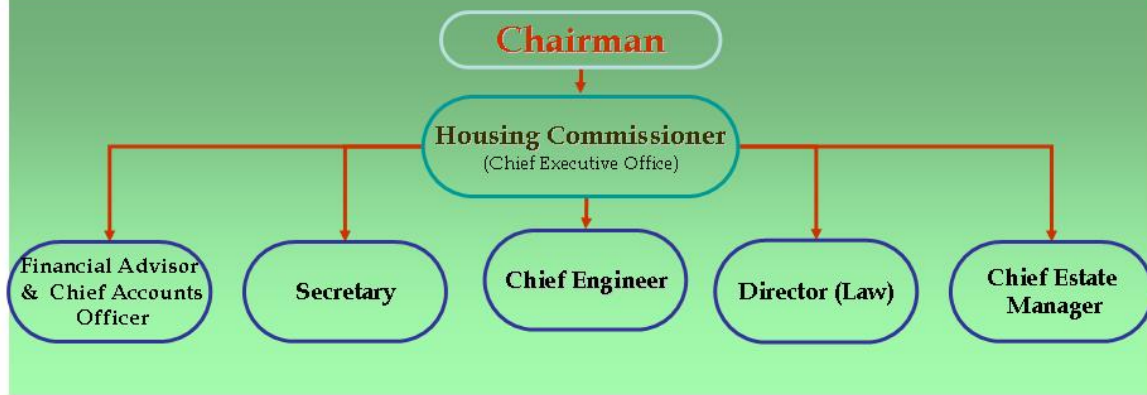
**(I) RTI & RECORD CELL :**

1. This Branch is headed by the Assistant Director(Record) assisted by OS, Asstt and Jt.Asstt. other supporting staff.
2. This cell mainly responsible to deal the RTI applications and reply to the cases of Ist & IInd appeal. Responsible to send monthly reports to the state commission and annual report to Rajasthan Information commission.

- iii) The Housing Commissioner being Chief Executive Officer of the Board is competent to take decision unless specified otherwise. So far as channel of supervision is concerned the Branch Heads are accountable/responsible for their respective area of operation. PWF & AR is followed along with relevant financial handbooks and manuals of order except and to the extent modified otherwise.**
  
- iv) As regards norms, it is brought out that general references are dealt within appropriate time . Govt. references/references concerning to court cases etc. are dealt promptly. Time bound references are dealt within the time specified.**



# Organisation Structure



## Field Unit Setup

For its field operations, RHB has a Chief Engineer, supported by 4 Additional Chief Engineers, 9 Field Circle Offices and 36 Field Division Offices spanning all over Rajasthan.

**Total Employees: 2068**

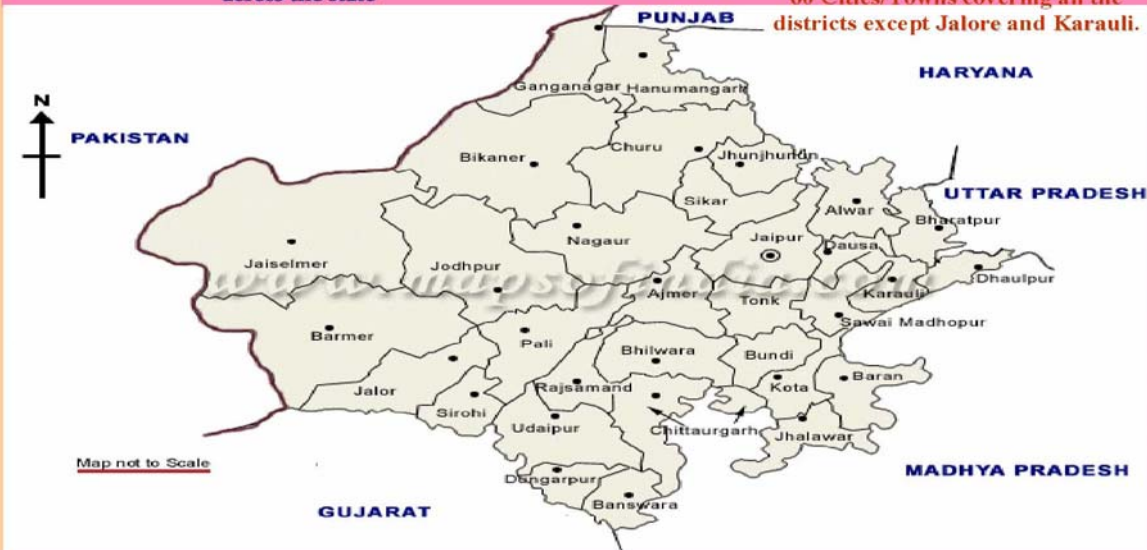
Technical: 424; Accounts: 252; Administration, Establishment & Estate Management: 712; Others: 680

# RHB Network



> Presently in: *60 Towns* across the state

Board's Activities are spread over 60 Cities/Towns covering all the districts except Jalore and Karauli.







## RHB - Presence in Rajasthan



1	Abu Road	2	Ajmer	3	Aklera
4	Alwar	5	Atru	6	Balotra
7	Banswara	8	Baran	9	Beawar
10	Bharatpur	11	Bhawanimandi	12	Bhilwara
13	Bhinder	14	Bhiwadi	15	Bikaner
16	Bundi	17	Chhabra	18	Chittorgarh
19	Chhipabarod	20	Churu	21	Dausa
22	Dholpur	23	Dungarpur	24	Gulabpura
25	Hanumangarh	26	Jaipur	27	Jaisalmer
28	Jhalawar	29	Jhalrapatan	30	Jhunjhunu
31	Jodhpur	32	Kishangarh	33	Kota
34	Kotputli	35	Mangarol	36	Nagaur
37	Nasirabad	38	Nathdwara	39	Nimbahera
40	Pali	41	Partapur	42	Phalodi
43	Pratapgarh	44	Raila	45	Rajsamand
46	Ramganjmandi	47	Sriganganagar	48	Sawaimadhopur
49	Sagwara	50	Sanganer	51	Sikar
52	Sirohi	53	Siwana	54	Sumerpur
55	Sunel	56	Suratgarh	57	Tonk
58	Udaipur	59	Lakheri	60	Salumbar

## **2. Information of manual no. (v), (vi)**

- v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**
- vi) A statement of the categories of documents that are held by it or under its control.**

### **Detail of Act, Rules and Regulations in Rajasthan Housing Board**

1	The Rajasthan Housing Board Act, 1970.	⇒
2	Rajasthan Housing Board Employees Service Regulations, 1970.	⇒
3	Rajasthan Housing Board Employees Condition of Recruitment & Promotion Regulations, 1976.	⇒
4	Rajasthan Housing Board Employees Conduct Regulations, 1976.	⇒
5	Rajasthan Housing Board Employees Disciplinary Action & Appeal Regulations, 1976.	⇒
6	Rajasthan Housing Board revised schedule of Powers delegated to the officer in the Rajasthan Housing Board (w.e.f. 15/05/2000).	⇒
7	Rajasthan Housing Board (Regulations of Business) Regulation, 2002.	⇒
8	Rajasthan Housing Board Employees Pension Regulations, 1992.	⇒
9	Rajasthan Housing Board Disposal of property regulation, 1970.	⇒
10	Rajasthan Housing Board revised procedure for houses registration & allotment, 1981.	⇒
11	Rajasthan Housing Board Principal of Costing (1993 revised).	⇒

\* If any rule is not available The State Government rules will be follow.

### **3. Information of Manual No. (vii) and (viii )**

- vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**
  
- viii) A statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, Councils, Committees and other Bodies are open to the public, or the minutes of such meetings are accessible for public.**

- vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

In the Board, there is practice of appointment of the Chairman and six Nos. of non-official members by the Govt. taken from various fields who may be social activist/ public representatives. They are instrumental in framing policy and its implementation.

Allottees of the housing schemes are involved from the initial stage of construction of houses to ensure **greater participation and quality control for consumer satisfaction**. Greater emphasis has been laid on the **quality control** in construction of houses. The quality & make of materials to be used in construction of houses have been standardized. Field Laboratories are set up at the work sites of projects for testing of the material used in the construction. A site register has been maintained for recording observations and suggestions of the allottees. This move has created satisfaction among the allottees regarding quality of construction.

- viii) A statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those Boards, Councils, Committees and other Bodies are open to the public, or the minutes of such meeting are accessible for public.**

**The present constitution of Board as per clause - 5 of RHB Act is as under:-**

<b>SNo.</b>	<b>Name and Designation</b>	<b>Status</b>
1	Chairman Rajasthan Housing Board	Chairman
2	Finance Secretary Government of Rajasthan	Ex. officio Member
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6	Board Member	Member
7	Board Member	Member
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The meetings of the Board are not open to the public and minutes of such meeting are not accessible for public.

Various Committees Confidential by Board clause - 19 RHB Act

1. Costing and Finance Committees.
2. Project Committees.
3. Works Committees.
4. Selection Committees.
5. Land Negotiation Committees.
6. Central Grievances Committees.
7. Property allotment Committees.

**4. Information of manual No. (ix), (x)**

- ix) A directory of its officers and employees.**
- x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its Regulations.**

**IX DIRECTORY OF ITS OFFICERS AND EMPLOYEES.**

[Please Click to see the list of Employees/officers](#)



**5. Information of Manual No. (xi), (xii),(xiii)**

- xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**
  
- xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes.**
  
- xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

(Xi) Complete Budget ---->

(Xii) The Housing Board is working on no profit no loss basis. However subsidy in land rate is given @10% to EWS & 5% to LIG category from the reserve price of land. The lesser interest rate charged from EWS & LIG category compare to middle & higher income group in the monthly installment .

(Xiii) Provision of reserved quota in allotment of houses by Board has been made for the various category of applicants.

मण्डल द्वारा समाज के विभिन्न वर्गों की आवश्यकताओं को देखते हुए निर्मित मकानों के आवंटन में निम्न प्रकार से आरक्षण का प्रावधान है :-

क्र. सं.	आवेदको का वर्ग	आरक्षित कोटा
1.	अनुसूचित जाति	8%
2.	अनुसूचित जनजाति	6%
3.	राजस्थान के सांसद/विधायक, अधिस्वीकृत पत्रकार	2.50%
4.	भूतपूर्व सैनिक एवं सैनिकों की विधवाएँ, सीमा सुरक्षा बल के भूतपूर्व जवान एवं उनकी विधवाएँ, सैनिक कार्यवाही के दौरान विकलांग हुए अथवा वीरगति को प्राप्त हुए सैनिकों को सम्मिलित करते हुए।	3.00%
5.	स्वतंत्रता सेनानी	1.00%
6.	विकलांग (1) नेत्रहीन 1.00% (2) मूक बधिर 1.00% (3) शारीरिक विकलांग 1.00%	3.00%
7.	आवासन मण्डल कर्मचारी	3.00%
8.	वीरता पुरस्कार	0.75%
9.	अन्तर्राष्ट्रीय विजेता खिलाड़ी	0.50%
10.	वेतनभोगी वर्ग (सरकारी/सार्वजनिक/निजी क्षेत्र के कर्मचारी)	40.00%
11.	सामान्य वर्ग का गैर वेतनभोगी वर्ग	32.25%

नोट :- यदि उपरोक्त तालिका की क्र. सं. 1 से 10 में दर्शित वर्ग के आवेदकों में पर्याप्त आवेदन पत्र प्राप्त नहीं होते हैं तो अनुसूचित जाति, जनजाति तथा विकलांग श्रेणी के आवेदकों के अलावा अन्य श्रेणी के आवेदकों के आवास गैर वेतनभोगी वर्ग (क्र. सं. 11) के लिए अन्तर्हित कर दिये जायेंगे।

**6. Information of Manual No. (xiv), (xv), (xvi), (xvii),**

- xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.**
- 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.**
- xvi) The names, designation and other particulars of the Public Information Officer.**
- xvii) Such other information as may be prescribed, and thereafter update these publications every year.**

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

Tender Notices and documents, proforma being used for transfer of houses, Conveyance Deed etc. are available on the Web site of Rajasthan Housing Board and can be down loaded.

**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.**

Any citizen can have information from the offices of Rajasthan Housing Board at Head Office level and in the field offices i.e. Office of Dy. H.C. & Resident Engineers during office hours. However, there is no library or reading room for public use.

**xvi) The Officer's designations and other particulars of the Public Information Officers.**

[Please Click to see the list of PIO officers](#)