

Brief Overview of Rajasthan Housing Board

- The Board was established by Government of Rajasthan on February 24, 1970.
- The main objective of the Board was to provide good quality houses at affordable cost to all income category people in urban areas.

Summary of RHB activity since inception :

•No of cities where schemes taken up	55
•No of House taken Up	188700
•No of House completed	180766
•No of houses allotted	178104
•No of house handedover	172509
•Total Expenditure incurred	
• Total Recovery	

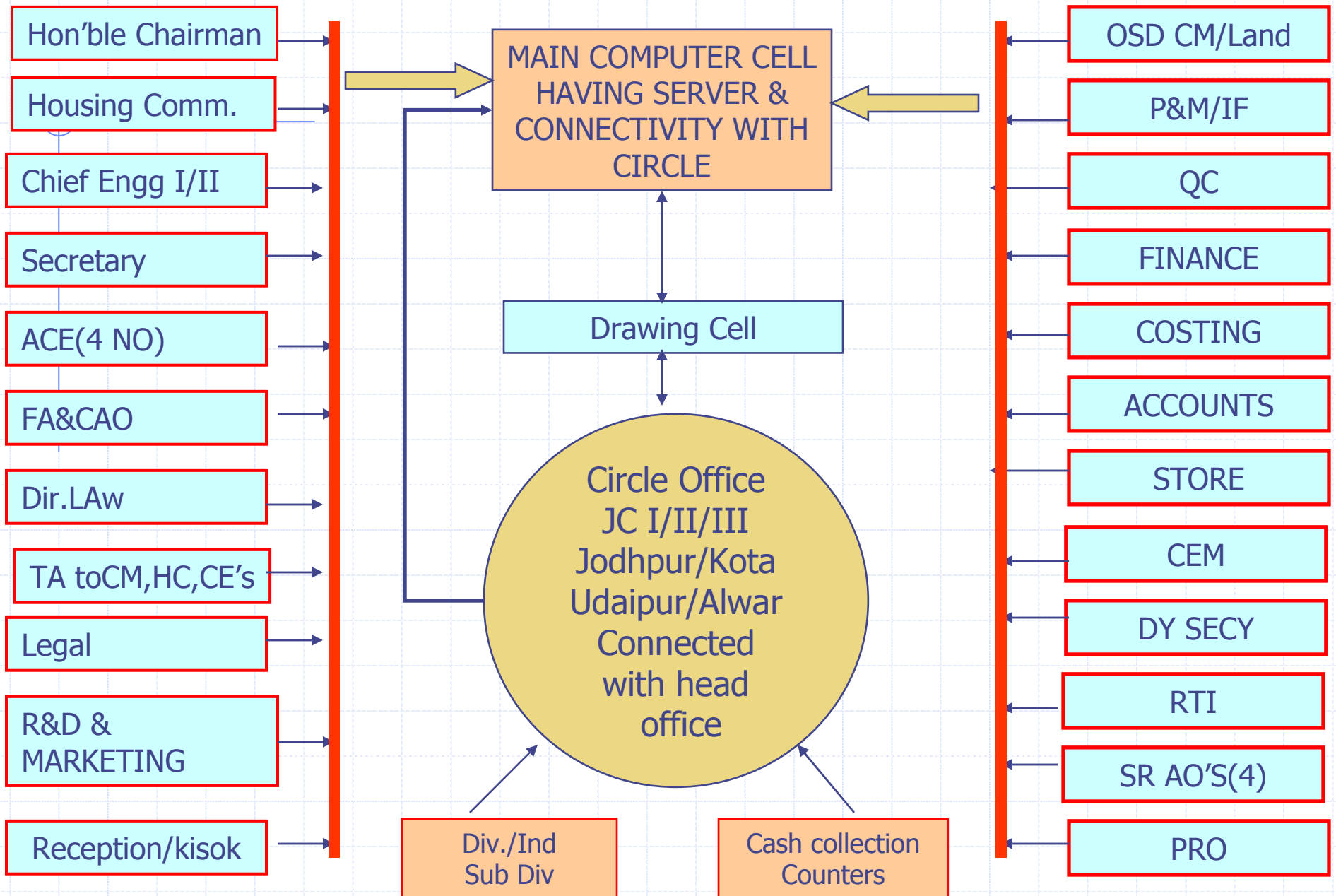
Brief Statistics Regarding No. of Houses Taken up in various cities

S.No.	No.of Houses	No. of Cities	Name of Cities
1.	Less Than 1000 houses	30	
2.	1000 to 2000 houses	13	Dungarpur, Beawar, Bharatpur, Bundi, Sikar Jhunjhnu, S. Madhopur, Pali, Chittorgarh, tonk Sri Ganganagar, Hanumangarh , Nagaur
3.	2000 to 5000 houses	4	Ajmer,, Banswara, Pali Bhiwadi
4.	5000 to 10000 houses	4	Alwar, Udaipur, Bikaner Bhilwara
5.	Above 10000 houses	4	Jaipur, Sanganer, Kota, Jodhpur
Total		55	

10 More towns where RHB intend to start works in near future

Network Plan

Required



Launching of Schemes

◆ General Registration Scheme:-

Depending on availability of land and demand survey these schemes are opened every year in respective cities.

◆ Specific Registration Schemes:-

For a specific group of people / specific land these schemes are opened for a limited period.

◆ Self Financing Scheme :-

These schemes are opened for applicants who desire to deposit entire cost of houses prior of its construction.

Administrative Setup of The Board

Chairman

(Apex Authority - Nominated by Government)

Housing Commissioner

FA & CAO

- Financial Mgt.
- Accounts
- Payments
- Audit
- Budget
- Costing
- Recovery
- PF & Pension
- Inspection

Secretary

- Administration
- Personnel
- Public Relation
- Central Stores
- Central Record
- Land Acquisition
- RTI

Chief Engineers

- Tech. Wing
- Institutional Finance
- Project Formulation
- Project Implementation
- Planning & Monitoring
- R&D / Quality Control
- Drawing Cell

Director
(Law)

- Legal Advices
- Litigation Matters

Chief Estate
Manager

- Estate Mgt.
- Registration
- Disposal of Property

Field Units (Physical Setup)



The Entire State has been juridicated under 2 Chief Engineers and 3 Addl. Chief Engineers, 8 circles and 36 divisions for construction activities.

1.	Jaipur Circle-I	Jaipur Div. III/IV/V/X /XII	(5 No)
2.	Jaipur Circle-II	Jaipur Div. VI/IX/Ajmer/PHE-I	(4 No)
3.	Jaipur Circle-III	Jaipur Div.I/II/XI/XIII/PHE-II	(5 No)
4.	Jodhpur Circle	Jodhpur Div-I/II/III/Pali Jaisalmer/QC/PHE	(7 No)
5.	Kota Circle	Div-I/II/III	(3 No)
6.	Udaipur Circle	Div-I/II/Bhilwara/Dungarpur	(4 No)
7.	Bikaner Circle	Div-I/II/Hanumangarh	(3 No)
8.	Alwar Circle	Div –Alwar/Bharatpur/Bhiwadi/Jhu'nu	(4 No)
9.	H.O.	Div. Electrical	(1 No)

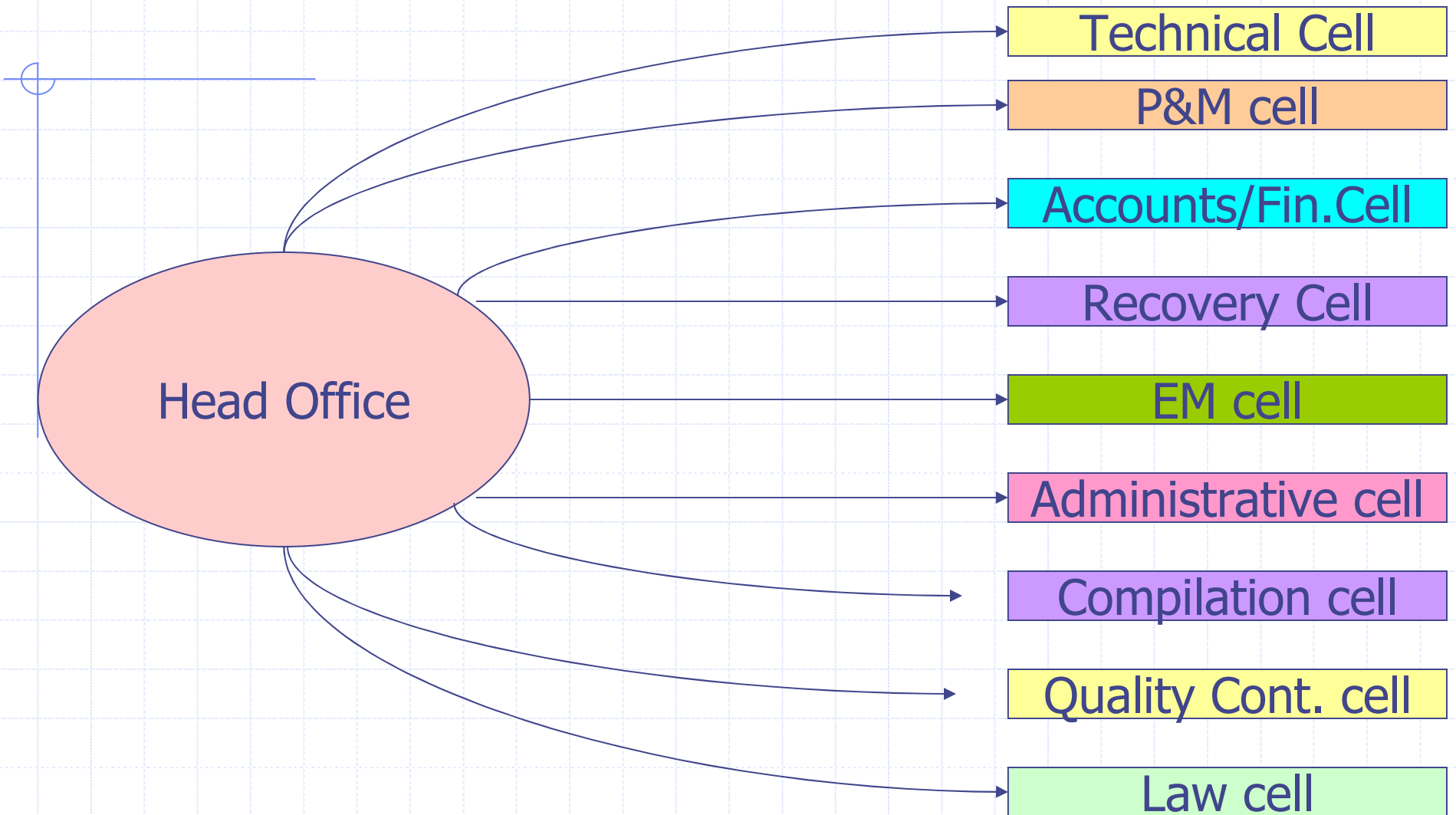
Circle Office

- State has been divided into Eight Circle Offices
- Each Circle Office has 3-7 divisional offices
- Each Circle Office is headed by Deputy Housing Commissioner
- Function of Circle Office :
 - Evaluation of Projects/Proposals submitted by Div. offices
 - Compilation of information of Div. Offices
 - Supervising implementation of schemes by Division Offices
 - Monitoring Revenue Realisation (Recovery)
 - Monitoring of land acquisitions
 - Disposal of Residential and Commercial Property
 - Administrative Control over Divisional Offices
- ◆ To Conduct demand Survey for registration at new places.

Division Office

- **Thirty Six Division offices**
- **Division Office is headed by Resident Engineer**
- **Six independent Division Office which are also performing Housing and Recovery functions, Three PHE Div. Which are performing entire water supply & sewerage scheme, One electrical div. executing external electrification work in RHB colonies in the entire state.**
- **Function of Divisional Offices**
 - Survey & investigation of land
 - Preparation and formulation of projects
 - Execution of works
 - Physical handing over of residential and Commercial Property
 - Attending meetings at District Head Quarters on behalf of RHB
 - Quality Control
 - Submission of monthly returns to higher offices i.e Circle/Zone & H.O.

Central Office Setup



Function of Technical Cell

Technical cells headed by Chief Engineer's

- ◆ Issue of administrative/technical/Financial Sanction / Approval
- ◆ Approval of Tenders, contracts, sanction of rates, execution of works with or without invited tenders, Payment of extra/additional items escalation claims issue of advertisement and refund of security deposits.
- ◆ Enlistment of Contractors
- ◆ Approval for Reappropriation of funds, Diversion of savings
- ◆ Purchases of store articles & Building materials
- ◆ Preparation, evaluation and monitoring of works .
- ◆ conduct land survey at places where housing demand exists.
- ◆ Access feasibility of land for housing projects
- ◆ finalize & effective monitoring of budget for housing projects
- ◆ deal with audit paras of various circles/divisions.
- ◆ Attending meetings of various committees of Board and Urban development of state Govt.

PLANNING & MONITORING CELL

Headed by Addl. Chief Engineer(P&M)

- ◆ Prepare annual action plan for various activities of the Board.
- ◆ Fix annual targets of all housing activities.
- ◆ Fix targets for all schemes launched by State Govt.
- ◆ Progress of various activity monthly / quarterly.
- ◆ Update statistical information of various activity monthly / quarterly / annually.
- ◆ Formulation of loan schemes for submission to financial institution.
- ◆ Sanction of loan schemes from financial institutions.
- ◆ Documentation work of sanctioned loan schemes.
- ◆ Drawal of loan on progress basis in sanctioned schemes.
- ◆ Repayment of loan to financial institutions as per schedule.
- ◆ Preparation of repayment schedule quarterly / yearly for repayment to financial institution / Govt. guarantee for loan.
- ◆ For meetings conducted by State govt. at high level.
- ◆ Submit all normal returns to State govt.

QUALITY CONTROL CELL

Technical cell headed by DY HC(QC)

- ◆ To ensure effective control on quality in construction works
- ◆ Established & run the fully equipped laboratories at all construction sites for material testing.
- ◆ Prescribe standard norms time to time for quality control / testing
- ◆ Organise seminars / work shops to make general awareness regarding quality in construction.
- ◆ Conduct test of all raw materials / products used in construction of houses / development works
- ◆ Get decide standard, specifications of various items to be executed in diff. category of houses.
- ◆ Regulate and monitor the testing by field staff on each work
- ◆ Update quality control returns for each work viz. testing results, penalty and rejection of works etc
- ◆ Update Quality Control Manual

PAYMENTS CELL

Headed by Sr.AO

- ◆ Prepare salaries of staff posted at Head office.
- ◆ Regulate financial position of the Board.
- ◆ Make payment of all .
- ◆ Systematic Investment of funds.
- ◆ Preparation of cash flow / and fund flow statements.
- ◆ Transfer of fund to units of the Board according to their requirement & budget allocation

FINANCE CELL

Headed by Sr.AO

- ◆ Fixation of pay of individual employee
- ◆ Sanction of various advances.
- ◆ Framing Accounts & finance rules
- ◆ Floating of debentures.
- ◆ Accord A/F sanction for all works
- ◆ Regulate all bank accounts of the Board

COMPILATION CELL

Headed by Sr.AO

- ◆ Monitor/scrutinizing monthly accounts from Division and Circle Offices
- ◆ Preparation of account Ledgers and Balance Sheets annually
- ◆ Compilation of Monthly Account
- ◆ Preparation of Monthly Trial Balance
- ◆ Reconciliation of accounts of all units in field & head office
- ◆ Preparation of final and yearly trial balance

RECOVERY CELL

Headed by Sr.AO

Controlling officer's are Accounts officer of respective Circles.

The main functions of Recovery Cell are :

- ◆ Monitor overall recovery work.
- ◆ Prepare one time information of the allottees and regulate individual a/c of allottees
- ◆ Raise demand and collect monthly inst. and other dues from allottees
- ◆ Maintain cash book and ledgers
- ◆ Issue demand notices, no dues certificate ,one time lease certificate and notices to defaulters.
- ◆ Identify defaulters and issue notices.
- ◆ Prepare Demand – Collection – Balance (DCB) Statements monthly.
- ◆ Regulate and control cash collection counters established in various schemes / offices

Estate Manager cell

Headed by Chief Estate Manager

- ◆ The Main function of the Cell are : float Registration Schemes.
- ◆ Monitor registration of applicants in a housing scheme
- ◆ Preparation of applicant's Register, Priority Lists, Seed Money Register and Allotment register etc.
- ◆ Organize Lottery/Auctions
- ◆ Issue of Seed Money Letter, Allotment Letter and Possession Letters.
- ◆ Deal with Transfer cases and Change informed by the applicants
- ◆ Organize of Property Allotment Committee.
- ◆ Regulate all offer made applicable for sale of property..

Administration Cell Headed by Secretary

- ◆ Deal all matters of appointment, posting, transfers
- ◆ Make/amend service rules & regulation
- ◆ conduct Board & other committee meetings
- ◆ Deal matters of confidential nature
- ◆ Deal all correspondence with state Govt.
- ◆ All matters pertaining to state Assembly
- ◆ Acquisition of land at all places

Law Cell

Headed by Dir Law

- ◆ Advice board on all legal matters
- ◆ Deal all legal cases in various courts in the state
- ◆ Effectively monitoring the legal proceeding of each case
- ◆ Maintain & update list of total court cases all over the state
- ◆ Appoint the Advocates & OIC in all cases
- ◆ Regulate Settlement Committee proceedings.