

Broad pointers on taking up the house site patta distribution.

you have identified parcels of land where:

- a) Lands where house site pattas were distributed to beneficiaries but plots not shown.
- b) House sites lands were procured but, house site pattas not distributed.

In case of (a)

- Ensure that the beneficiary list is genuine and secure.
- Enquire into the genuineness and physical presence of all the beneficiaries.
- List out beneficiaries missing/ check for legal heirs etc.
- New beneficiaries may be added to replace the missing beneficiaries duly following the process of identifying new beneficiaries in new layouts.
- If layout is not made, get the mandal surveyor to prepare a draft layout duly following the DTCP/HMDA norms.
- The layout may be put before the District Layout Committee and got approved.
- House site allocation of 75 Sq. yard per beneficiary shall be made, working to about 40 beneficiaries per acre.
- Where there is no clarity on specific allotment of plots, allotment may be made based on drawl of lots.
- The draft layout may be gotten approved by the appropriate local authority.

In case of (b)

- The Villages / Wards shall be the actual places where the available lands are located.
- Applications from the selected villages/wards shall be collected by the District Collector and sent to respective local officials for verification of eligibility criteria and a preliminary list of eligible families prepared.
- Beneficiary family should be a BPL family from that village/ward, having a valid Food Security card.
- Houseless families and families living in Huts, Katcha houses or in rented houses shall be covered.
- Families from other village/ward shall be considered only in exceptional cases (like victims of an atrocity, war widows, etc.)
- Preference shall be given to families which have not been covered under any of the previous housing schemes.
- The final list will be drawn in consultation with the concerned officials and public representatives.
- Preparation of layout will be the same as mentioned above for case(a)
- The house sites will be allotted by drawl of lots as per the caste composition prescribed to that village/ward in case demand is more to that of sanctioned list.

(The Collectors need to make sure that the layout is prepared well in time and placed before the District Layout Committee and draft approval accorded.)