



केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन
**Central Government Employees
Welfare Housing Organisation**
(Ministry of Housing & Urban Poverty Alleviation, Govt. of India)

छठा तल, ए खण्ड, जनपथ भवन,
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No A-109/PMC

29th November 2010

To,

All the Allottees of Bhubaneswar (Ph-I) Housing Scheme

Sub : **Formation of Project Monitoring Committee (PMC)-Application for election as Member**

Sir/Madam,

Central Govt. Employees Welfare Housing Organisation (CGEWHO), an autonomous body of the Ministry of Housing & Urban Poverty Alleviation, Govt of India, is a society registered under Society Registration Act 1860. The Organisation is specifically created for execution of housing project for Central Govt. Employees, on 'NO PROFIT NO LOSS' basis throughout the country. CGEWHO has handed over 10872 Dwelling Units to the beneficiaries. Its various functions are directed by a General Body/Governing Council, consisting of Senior Govt. Officials from various Ministries and Members to the Staff Side, JCM and presided over by the Secretary, Ministry of Housing and Urban Poverty Alleviation.

2. It has been decided to constitute a Project Monitoring Committee (PMC) for each ongoing project, the terms of reference of Project Monitoring committee (PMC) shall be as under:-

- (i) A Project Monitoring Committee (PMC) shall be constituted for each ongoing project to review the progress of project.
- (ii) There shall be any 02(Two) representative members from the Governing Council i.e. from M/o Law or M/o Finance or M/o Personnel or M/o HUPA (Officers not below the rank of Dy. Secretary level) and 02(two) allottee members from project.
- (iii) Member Secretary of the Governing Council i.e. CEO, CGEWHO shall be Chairman of Project Monitoring Committee.
- (iv) Any allottee of the project is free to submit his / her nomination and get elected as a member in the Project Monitoring Committee (PMC).
- (v) Project Monitoring Committee (PMC) shall meet once in six months and shall review the progress of project.
- (vi) TA/DA Expenses of the representatives of the Governing Council (i.e. Ministry officials) shall be borne by the concerned Ministries. TA/DA expenses of CGEWHO officers, staff and allottees members of PMC shall be borne by the CGEWHO from the respective project account. CGEWHO shall not be responsible for any stay or conveyance arrangements for the members of Project Monitoring Committee (PMC).

- (vii) The expenditure for convening the meeting at project site in the process shall be borne by CGEWHO from the respective project account.
- (viii) The elected members of Project Monitoring Committee (PMC) shall be entitled for TA/DA at the rate finalized by CGEWHO for attending the Meeting of Project Monitoring Committee convened at Project site. In case the elected member is a Central Govt Employee, his TA/DA shall be paid as per his entitlements.

3. Accordingly the constitution of Project Monitoring Committee for **Bhubaneswar (Ph-I)** shall be as under:-

| S.No. | Detail of Members | Position/Designation |
|--------|--|----------------------|
| 1. | CEO, CGEWHO | Chairman |
| 2. | Shri Narayana Rao Battu, Deputy Legislative Counsel | Member |
| 3. | Rep of M/o Personnel, Public Grievances and Pensions | Member |
| 4. (a) | Rep. of allottee of the Project | Member |
| 4. (b) | Rep. of allottee of the Project | Member |


4. To start with the process of constitution of the Project Monitoring Committee (PMC) and obtain the nomination from the allottees; who are interested to be nominated/elected as Member of PMC; you are requested to forward your application for election as member of Project Monitoring Committee (PMC) of **Bhubaneswar (Ph-I)** Project in the enclosed 'PROFORMA' at Annexure-I to this office by **Dec 29, 2010** failing which, it will be presumed that you are not interested in nominating yourself as member of Project Monitoring Committee. Nominations received after **December 29, 2010** will 'NOT' be considered.

5. The nominations received through above process shall be sent to all the allottee of the project for their information. A date of General Meeting of all the allottee's shall also be fixed with the agenda to elect Allotte Member (Two only) of Project Monitoring Committee. Chairman Project Monitoring Committee or his representative and any 02(Two) representative members from the Governing Council i.e. from M/o Law or M/o Finance or M/o Personnel or M/o HUPA (Officers not below the rank of Dy. Secretary level) shall be present during the meeting. All the allottee of the project shall also be requested to participate in the election process and be present on the date of the General Meeting at the project site. In case an allottee is not in a position to attend this General Meeting he will have the option to exercise his/her franchisee through postal ballot. Such allottee may exercise his/her franchisee by ticking the choice on postal ballot paper, sign and return the same to Project Manager/ Project In-Charge with in a stipulated date. One of the members of the Project Monitoring Committee shall be detailed as Presiding Officer for election by the Chairman, Project Monitoring committee and Project Manager / Project In-Charge shall assist the election process. On the date of general meeting/election the Presiding Officer shall conduct the election process, count the vote(s) in person along with the Postal Ballot received within the stipulated date by PM/PIC and declare the result.

6. The details of elected member of Project Monitoring Committee (PMC) shall be intimated to all the allottees by post and also be published in the website of CGEWHO.

7. Please note that no TA/DA shall be admissible for attending the General Meeting to elect representative of allottees. However, TA/DA to the elected representative of allottees nominee of Project Monitoring Committee (PMC) shall be admissible for attending the subsequent meetings of Project Monitoring Committee (PMC) as per the rules.

Yours faithfully,


(Arun Kumar Singh) 29/11/2010
Asst Dir (Admin)
for Chief Executive Officer

Encl: As above.

Copy for information to:-

1. Shri, Narayana Rao Battu,
Dy, Legislative Counsel
M/o Law R. No. 430 'A' Wing, 4th floor
Shastri Bhawan, New Delhi.

With reference to letter no.F.No.I-
19012/I/2007-AA Dated 07.12.2009
Government of India Ministry of Housing &
Urban Poverty Alleviation.

2. Sh. Virender Birah
(Project Manager)
CGEWHO Housing Project, Bhubaneswar
K-6 HIG-125, Kalinga Vihar,
Patrapada, Bhubaneswar-751019.

CGEWHO

Bhubaneswar (Ph-I) Project

APPLICATION FOR ELECTION AS MEMBER OF PROJECT MONITORING COMMITTEE

1. Name of the allottee: -----
2. Registration No. : -----
3. Father's Name ; -----
4. Address : -----

- Ph. No. ----- E-Mail -----

5. Whether interested to be nominated as member of Project Monitoring Committee of Bhubaneswar (Ph-I) Project in accordance to the Terms of Reference (as mentioned in Letter No. A-109/PMC dtd 29-11-2010) of Project Monitoring committee.
- Yes No

UNDERTAKING

I-----S/O-----hereby give my nomination and consent for election as member of Project Monitoring Committee for Bhubaneswar (Ph-I) Project of CGEWHO.

I hereby further undertake to abide by the rules and regulations of the CGEWHO and the Term of Reference (as mentioned in Letter No A-109/PMC dtd 29-11-2010) of Project Monitoring Committee.

Signature-----
Name-----
Regn. No-----

Date

Address-----

Place

LAST DATE OF RECEIVING NOMINATION 29-12-2010