

O/o the Commissioner of Municipal  
Administration,  
Chepauk, Chennai-5.

**Roc.No. 29323/2007/ IHSDP 2**

**Dated: 31.07.2007**

**CIRCULAR No. 10**

Sub: IHSDP/BSUP – Construction of Houses – Issue of Work  
Orders – Regarding.

Ref: 1) IHSDP/BSUP Guidelines  
2) This Office Circular Roc.No. 22323/2007/IHSDP2  
dated 25.06.07  
3) Instructions issued during the meeting held on 16.7.07

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Already instructions have been issued in the reference cited regarding construction of shelter under IHSDP/BSUP. It is being examined to allow beneficiary to construct his own house. Wherever beneficiary is constructing his own house there is necessity to issue work order. The Executive Authorities of ULBs are requested to issue individual work order to each beneficiary incorporating the following points.

Copy

1. Municipal Council Resolution for selection of beneficiaries
2. Procurement of materials by beneficiary themselves (Quantity – to be specified)
3. Bio Metric identification number
4. An agreement on Rs.20/- stamp paper
5. Time period for completion
6. Photos before / during / and completion of units for documentation.
7. Progress in stages has to be informed to Municipality.
8. Payment schedule

The Municipal Commissioners are requested to prepare a draft work order incorporating the above aspects and send it to the Office of the Commissioner of Municipal Administration before 06.08.2007.

Sd/ Niranjan Mardi  
Commissioner of Municipal  
Administration.

**To**  
**The Director of Town Panchayats,**  
**All Corporation Commissioners**  
**All RDMAs/ All Municipal Commissioners**