



भारत सरकार / Government of India

सरकारी राजपत्र OFFICIAL GAZETTE

संघ प्रदेश दादरा एवं नगर हवेली तथा दमण एवं दीव प्रशासन
U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND
DAMAN AND DIU

श्रेणी - २
SERIES - II

प्राधिकरण द्वारा प्रकाशित / PUBLISHED BY AUTHORITY

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U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Home Department,
Secretariat, Vidyut Bhavan,
Kachigam, Nani Daman

No.PHQ/Est-I/CSS Phase-II/2022-23/459

Dated: 27/06/2022

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the constitution, with Government of India, Ministry of Home Affairs, Order No.7/1/65-Estt.(A), dated 16th February, 1965 and Ministry of Home Affairs Notification No.3(4)/65-GP, dated 27th January, 1965 read with Department of Personnel and Training Notification No.39023/02/2015-Estt(B), dated 25th May, 2017 and in supersession of the existing Recruitment Rules for the posts and all other powers enabling him in this behalf, the Administrator of UT of Dadra and Nagar Haveli and Daman and Diu hereby makes the following rules relating to the recruitment of General Central Services, Groups 'B' (Non-Gazetted/Non Ministerial) post of **Boat Mechanic** (Sanctioned under Coastal Security Phase-II) in the Police Department, Administration of Dadra and Nagar Haveli and Daman and Diu namely.

1. Short title, application and commencement:

- (i) These rules may be called the Administration of Dadra and Nagar Haveli and Daman and Diu, Group 'B' (Non-Gazetted/Non-Ministerial) post of Boat Mechanic Recruitment Rules, 2022.
- (ii) These rules shall apply to the posts specified in column 1 of the Schedule to these rules (hereinafter called the said schedule).
- (iii) These rules will come into effect from the date of publication of this notification in the Official Gazette and will relate to appointment to the various posts made on or after this date.

2. **Number, classification and level of Pay Matrix:-** The number of posts, classification and the level of Pay Matrix attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

Provided that, the Administrator of Dadra and Nagar Haveli and Daman and Diu may vary the number of posts in Column 2 of the said Scheduled from time to time subject to exigencies of work.

3. **Method of recruitment, age limit and other qualification etc.:** The methods of recruitment to the said posts, age limit, qualification and other matters connected therewith shall be as specified in Columns 5 to 13 of the aforesaid schedule.

4. **Disqualification:-**

No person (a) who has entered into or contracted a marriage with a person having a spouse, living or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service.

Provided that the Administrator of Dadra and Nagar Haveli and Daman and Diu, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax:-**

Where the Administrator of Dadra and Nagar Haveli and Daman and Diu is of the opinion that, it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving:-**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other backward Class, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.

By order and in the name of the
Administrator of Dadra and Nagar Haveli
and Daman and Diu

Sd/-
(Ashish Mohan)
Director-cum-
Joint Secretary (Home),
Dadra & Nagar Haveli and Daman & Diu

Annexure-I

RECRUITMENT RULES FOR BOAT MECHANIC DADRA AND NAGAR HAVELI AND DAMAN AND DIU SCHEDULE

Name of Post	No. of posts	Classification	Level in the Pay Matrix	Whether selection or non-selection post	Age limit for direct recruitment	Educational & other qualification required for direct recruits
1	2	3	4	5	6	7
Boat Mechanic	08 (2022) Subject to variation dependent on workload.	General Central Services Group 'B' (Non Ministerial/ Non Gazetted) post.	Level-6 in the Pay Matrix (Rs.35400-112400)	Not Applicable	Not exceeding 30 years. <u>Note:-</u> Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government) (Not exceeding 50 years in case of Ex-Serviceman i.e. re-employment) <u>Note:-</u> The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K state, Lahaul & Spiti District and Pangri Sub-division of Himanchal Pradesh, Andaman & Nicobar Island or Lakshadweep.	<p><u>(A) Essential :-</u></p> <p>1. i) 10th passed from recognized Board. ii) Marine Engineer Officer (MEO)-Class IV (NCV) / First Class Engine Driver certificate of competency under the Inland Vessels Act 1917 (1 of 1917), OR Second Class Engine Driver Certificate of competency under Inland Vessels Act 1917 with 2 years experience.</p> <p style="text-align: center;">OR</p> <p>2. Should have served for at least 15 years of regular service in Indian Navy with Mechanical Engineering Trade having appropriate experience of manning of boats and have held the rank of Petty Officer or above at the time of retirement OR Should have served for at least 15 years of regular service as Yantrik in the Coast Guard with Mechanical Engineering Trade having appropriate experience of repair and maintenance of Boats and have held the rank of Uttam Yantrik or above at the time of retirement.</p> <p><u>Desirable:-</u></p> <p>(i) Three years experience in repairing & maintenance of sea Vessel.</p> <p><u>(B) Physical :-</u></p> <p>i) Sound state of health, free from bodily defects/deformities. Vision both eye 6/6 (without glass). No colour blindness. ii) <u>Height:</u> - Not less than 157 cms for male and 152 cms for female. iii) <u>Chest Measurement:-</u> 80 cms normal minimum. The expanded chest reading should be 5 cms more than the normal chest reading (applicable for males only).</p>

Whether age of E.O. prescribed for direct recruits will apply in the case of promotes.	Period of probation if any	Method of recruitment whether by direct recruitment of by promotion or by deputation/absorption & % of the posts to be filled by various method	In case recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	Two Years	100 % by direct recruitment /Re-employment/Deputation.	<p>Deputation:-</p> <p>1. Officer of the Central Government (or the Central Government /State Government or Union territories)</p> <p>(a) (i) Holding analogous post in Pay Matrix Level-6 (Rs. 35400-112400) on a regular basis in the parent cadre or department or</p> <p>(ii) With 06 (six) years service rendered after appointment thereto on a regular basis in the Pay Matrix Level-5 (Rs.29,200-92,300) in the parent cadre or department;</p> <p>2. Possessing the educational qualifications and experience prescribed for direct recruits under Column (7).</p>	<p>Group “B” DSC/DPC (For considering cases for confirmation)</p> <p>1. Advisor to Administrator, DNH and DD -Chairman</p> <p>2. Finance Secretary, DNH and DD - Member</p> <p>3. Secretary of concerned Department, DNH and DD -Member</p> <p>4. Deputy/Joint Secretary (Pers), Daman/DNH-Member</p> <p>5. Head of Office concerned, Daman/DNH-Member</p> <p>6. 1 (one) additional member to be nominated by the Chairman of DSC/DPC/Screening Committee.</p>	Not Applicable

Sd/-
(Ashish Mohan)
 Director-cum-
 Joint Secretary (Home),
 Dadra & Nagar Haveli and Daman & Diu

**U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Home Department,
Secretariat, Vidyut Bhavan,
Kachigam, Nani Daman**

No.PHQ/Est-I/CSS Phase-II/2022-23/460

Dated: 27/06/2022

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, read with Government of India, Ministry of Home Affairs, Order No.7/1/65-Estt.(A), dated 16th February, 1965 and Ministry of Home Affairs Notification No.3(4)/65-GP, dated 27th January, 1965 and in supersession of the existing Recruitment Rules for the posts and all other powers enabling him in this behalf, the Administrator of UT of Dadra and Nagar Haveli and Daman and Diu hereby makes the following rules relating to the recruitment of General Central Services, Groups 'C' (Non-Gazetted/Non Ministerial) post of **Radio Operator** (sanctioned under Coastal Security Phase-II) in the Police Department, Administration of Dadra and Nagar Haveli and Daman and Diu namely.

1. Short title, application and commencement:

- (i) These rules may be called the Administration of Dadra and Nagar Haveli and Daman and Diu, Group 'C' (Non-Gazetted/Non-Ministerial) posts of Radio Operator Recruitment Rules, 2022.
- (ii) These rules shall apply to the posts specified in column 1 of the Schedule to these rules (hereinafter called the said schedule).
- (iii) These rules will come into effect from the date of publication of this notification in the Official Gazette and will relate to appointment to the various posts made on or after this date.

2. Number, classification and level of Pay Matrix:- The number of posts, classification and the level of pay matrix attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

Provided that, the Administrator of Dadra and Nagar Haveli and Daman and Diu may vary the number of posts in Column 2 of the said Scheduled from time to time subject to exigencies of work.

3. Method of recruitment, age limit and other qualification etc.:- The methods of recruitment to the said posts, age limit, qualification and other matters connected there with shall be as specified in Columns 5 to 13 of the aforesaid schedule.

4. **Disqualification:**

No person (a) who has entered into or contracted a marriage with a person having a spouse, living or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service.

Provided that the Administrator of Dadra and Nagar Haveli and Daman and Diu, May, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax :**

Where the Administrator Dadra and Nagar Haveli and Daman and Diu is of the opinion that, it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving :**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other backward Class, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.

By order and in the name of the
Administrator of Dadra and Nagar Haveli
and Daman and Diu

Sd/–
(Ashish Mohan)
Director-cum-
Joint Secretary (Home),
Dadra & Nagar Haveli and Daman & Diu

Annexure-I**RECRUITMENT RULES FOR RADIO OPERATOR (COASTAL SECURITY) DADRA AND NAGAR HAVELI AND DAMAN AND DIU SCHEDULE**

Name of Post	No. of posts	Classification	Level in the Pay Matrix	Whether selection or non-selection post	Age limit for direct recruitment	Educational & other qualification required for direct recruits
1	2	3	4	5	6	7
Radio Operator	08 (2022) Subject to variation dependent on workload.	General Central Services Group 'C' (Non Ministerial / Non Gazetted) post	Pay Matrix in Pay Level-5 (29,200-92,300)	Selection	<p>Between 18 and 27 years.</p> <p>Note:-The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K state, Lahaul & Spiti District and Pangi Sub-division of Himanchal Pradesh, Andaman & Nicobar Island or Lakshadweep.</p>	<p>(A) Essential:-</p> <p><u>Educational Qualification:</u></p> <p>Diploma in Electronics & Communication Engineering or Diploma in Electronics & Electrical Engineering or Diploma in Telecommunication Engineering, or Diploma in Radio Technology Engineering from a recognized University /Institute.</p> <p>Desirable:-</p> <p>(i) Two years experience of operating/repairing of communication equipment fitted in Vessel.</p> <p>(B) Physical :-</p> <p>i) Sound state of health, free from bodily defects/deformities. Vision both eye 6/6 (without glass). No colour blindness.</p> <p>ii) <u>Height:</u> - Not less than 157 cms for male and 152 cms for female.</p> <p>iii) <u>Chest Measurement:-</u> 80 cms normal minimum. The expanded chest reading should be 5 cms more than the normal chest reading (applicable for males only).</p>

Whether age of E.O. prescribed for direct recruits will apply in the case of promotes.	Period of probation if any	Method of recruitment whether by direct recruitment of by promotion or by deputation/absorption & % of the posts to be filled by various method	In case recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	Two Years	50 % by Promotion failing which by direct recruitment/deputation and, 50 % By direct recruitment / deputation	<p><u>1. Promotion:-</u> Head Constable (Radio Telephony Operator) in Pay Matrix Level-4 (25,500-81100) with 5 (five) years of regular service in the grade and undergone training of marine police.</p> <p><u>2. Deputation:-</u> 1) Officer of the Central Government (or the Central Government /State Government or Union territories) (a) (i) Holding analogous post Pay in Matrix Level-5 (29,200-92,300) on a regular basis in the parent cadre or department or (ii) With 05 (five) years service rendered after appointment thereto on a regular basis in the Pay Matrix Level-4 (Rs. 25,500-81,100) in the parent cadre or department;</p> <p style="text-align: center;">AND</p> <p>b) Possessing the educational qualification and experience prescribed for direct recruits under Column (7) and work experience of at-least 2 years in wireless/communication Unit of Coast Guard/Navy/Marine Police/Other Marine Unit.</p>	<p>Group “C” DSC/DPC (For considering cases of Promotion/Confirmation)</p> <ol style="list-style-type: none"> 1. Advisor to Administrator, DNH and DD -Chairman 2. Finance Secretary, DNH and DD - Member 3. Secretary of concerned Department, DNH and DD -Member 4. Deputy/Joint Secretary (Pers), Daman/DNH-Member 5. Head of Office concerned, Daman/DNH-Member 6. 1 (one) additional member to be nominated by the Chairman of DSC/DPC/Screening Committee. 	Not Applicable

Sd/-
(Ashish Mohan)
 Director-cum-
 Joint Secretary (Home),
 Dadra & Nagar Haveli and Daman & Diu

**U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Home Department,
Secretariat, Vidyut Bhavan,
Kachigam, Nani Daman**

No.PHQ/Est-I/CSS Phase-II/2022-23/461

Dated: 27/06/2022

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the constitution, with Government of India, Ministry of Home Affairs, Order No.7/1/65-Estt.(A), dated 16th February, 1965 and Ministry of Home Affairs Notification No.3(4)/65-GP, dated 27th January, 1965 read with Department of Personnel and Training Notification No.39023/02/2015-Estt(B), dated 25th May, 2017 and in supersession of the existing Recruitment Rules for the posts and all other powers enabling him in this behalf, the Administrator of UT of Dadra and Nagar Haveli and Daman and Diu hereby makes the following rules relating to the recruitment of General Central Services, Groups 'B' (Non-Gazetted/Non Ministerial) post of **Skipper (Inspector)** (sanctioned under Coastal Security Phase-II) in the Police Department, Administration of Dadra and Nagar Haveli and Daman and Diu namely.

1. Short title, application and commencement:-

- (i) These rules may be called the Administration of Dadra and Nagar Haveli and Daman and Diu, Group 'B' (Non-Gazetted/Non-Ministerial) posts of Skipper (Inspector) Recruitment Rules, 2022.
- (ii) These rules shall apply to the posts specified in column 1 of the Schedule to these rules (hereinafter called the said schedule).
- (iii) These rules will come into effect from the date of publication of this notification in the Official Gazette and will relate to appointment to the various posts made on or after this date.

2. Number, classification and level of Pay Matrix: - The number of posts, classification and the level of pay matrix attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

Provided that, the Administrator of Dadra and Nagar Haveli and Daman and Diu may vary the number of posts in Column 2 of the said Scheduled from time to time subject to exigencies of work.

3. **Method of recruitment, age limit and other qualification etc.:** The methods of recruitment to the said posts, age limit, qualification and other matters connected there with shall be as specified in Columns 5 to 13 of the aforesaid schedule.

4. **Disqualification :**

No person (a) who has entered into or contracted a marriage with a person having a spouse, living or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service.

Provided that the Administrator of Dadra and Nagar Haveli and Daman and Diu, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax :**

Where the Administrator of Dadra and Nagar Haveli and Daman and Diu is of the opinion that, it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving :**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other backward Class, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.

By order and in the name of the
Administrator of Dadra and Nagar Haveli
and Daman and Diu
Sd/–
(Ashish Mohan)
Director-cum-
Joint Secretary (Home),
Dadra & Nagar Haveli and Daman & Diu

Annexure-I

RECRUITMENT RULES FOR SKIPPER (INSPECTOR) DADRA AND NAGAR HAVELI AND DAMAN AND DIU SCHEDULE

Name of Post	No. of posts	Classification	Level in the Pay Matrix	Whether selection or non-selection post	Age limit for direct recruitment	Educational & other qualification required for direct recruits
1	2	3	4	5	6	7
<p>SKIPPER (Inspector)</p>	<p>08 (2022) Subject to variation dependent on workload.</p>	<p>General Central Services Group 'B' (Non Ministerial / Non Gazetted) post.</p>	<p>Level-7 in the Pay Matrix (Rs. 44,900-1,42,400/-)</p>	<p>Selection</p>	<p>Not exceeding 30 years.</p> <p>Note:- Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government. (Not exceeding 50 years in case of Ex-Serviceman i.e. re-employment)</p> <p>Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K state, Lahaul & Spiti District and Pangi Sub-division of Himanchal Pradesh, Andaman & Nicobar Island or Lakshadweep.</p>	<p>(A) Essential :-</p> <p>1. i) 10th passed from recognized Board. ii) Must possess Navigational Watch Keeping Officer (NWKO) Near Coastal Voyages Certificate (NCV) OR First Class Master's Certificate of competency under the Inland Vessel Act, 1917 (1 of 1917) with 3 years experience.</p> <p style="text-align: center;">OR</p> <p>2. Ex. Chief Petty Officer from Indian Navy with minimum 5 Years of regular Service OR Ex. Master Chief Petty Officer(MCPO)-II from Indian Navy OR Ex. Adhikari from Indian Coast Guard with minimum 5 years of regular Service OR Ex. Uttam Adhikari from Indian Coast Guard. Age should not exceed 50 years.</p> <p>Desirable:- Three years experience of navigation of Vessel in sea.</p> <p>(B) Physical :-</p> <p>i) Sound state of health, free from bodily defects/deformities. Vision both eye 6/6 (without glass). No colour blindness. ii) Height:- Not less than 157 cms for male and 152 cms for female. iii) Chest Measurement:- 80 cms normal minimum. The expanded chest reading should be 5 cms more than the normal chest reading (applicable for males only).</p>

Whether age of E.O. prescribed for direct recruits will apply in the case of promotes.	Period of probation if any	Method of recruitment whether by direct recruitment of by promotion or by deputation/ absorption & % of the posts to be filled by various method	In case recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	Two Years	<p>50 % by Promotion [25% promotion from Skipper Mate (Sub-Inspector) and 25% promotion from Boat Mechanic] failing which by deputation.</p> <p>50 % by Direct recruitment / re-employment.</p>	<p>1.Promotion:-Skipper Mate (Sub-Inspector) of UT Administration Dadra & Nagar Haveli and Daman & Diu Marine Police in the Pay Matrix level 6 (Rs. 35,400-112400) with 5 (five) years regular service in the grade and undergone training of marine police OR Boat Mechanic of UT Administration Dadra & Nagar Haveli and Daman & Diu Marine Police in the Pay Matrix level 6 (Rs. 35,400-112400) with 5 (five) years regular service in the grade and undergone training of marine police.</p> <p>2.Deputation:-</p> <p>1. Officer of the Central Government (or the Central Government /State Government or Union territories) (a) (i) Holding analogous post on a regular basis in Pay Matrix Level-7 (Rs. 44,900-1,42,400) in the parent cadre or department or (ii) With 05 (five) years service rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 (Rs. 35,400-1,12,400) in the parent cadre or department. 2. Possessing the educational qualifications and experience prescribed for direct recruits under Column (7).</p>	<p>Group “B” DSC/DPC (For considering promotion/confirmation)</p> <ol style="list-style-type: none"> 1. Advisor to Administrator, DNH and DD -Chairman 2. Finance Secretary, DNH and DD - Member 3. Secretary of concerned Department, DNH and DD -Member 4. Deputy/Joint Secretary (Pers), Daman/DNH-Member 5. Head of Office concerned, Daman/DNH-Member 6. 1 (one) additional member to be nominated by the Chairman of DSC/DPC/Screening Committee 	Not Applicable

Sd/–
(Ashish Mohan)
 Director-cum-
 Joint Secretary (Home),
 Dadra & Nagar Haveli and Daman & Diu

**UT Administration of Dadra and Nagar Haveli and Daman and Diu
Labour Department
Daman**

No. LE/LI/DMN/SPARSH/262(P)/2022/246

Date : 6/07/2022

NOTIFICATION

With a view to provide affordable housing stock to the Industrial workers and labourers, the Union Territory Administration of the erstwhile Union Territory of Daman & Diu had notified the Scheme for Promotion of Affordable Rental Smart Housing, vide Notification No. LE/LI/DMN/SPARSH/2018/11 dated 9-4-2018.

2. The erstwhile Union Territory of Daman and Diu was merged with Union Territory of Dadra and Nagar Haveli vide Gazette Notification No. 44 dated 09-12-2019.
3. Hence, a revised and updated SPARSH 2.0 i.e. Scheme for Promotion of Affordable Rental Smart Housing 2.0 is now being notified to increase its coverage to entire UT of Dadra & Nagar Haveli and Daman & Diu and to increase its efficacy.
4. The details of the scheme, including principles, objectives, coverage, target beneficiaries etc are mentioned in operational guidelines attached with this Notification.

By Order and in the name of the Administrator of
Dadra & Nagar Haveli and Daman & Diu

Sd/–

(Bhanu Prabha, IAS)

Commissioner-cum-Secretary (Labour)
DNH & DD

**Scheme for promotion of Affordable
Rental Smart Housing
(SPARSH 2.0)**

Ease of Living for urban poor and labourers

Operational Guidelines

2022

Dadra & Nagar Haveli

and Daman & Diu

PREFACE

Post COVID-19, Hon'ble Prime Minister has given a clarion call for "Aatma Nirbhar Bharat" to promote economic activities. Aligned with this vision, the UT Administration of Dadra & Nagar Haveli and Daman & Diu, under the leadership and guidance of Hon'ble Administrator of the Union Territory had initiated SPARSH 2.0 (Scheme for Promotion of Rental Smart Housing) as a pro-poor and significant step for urban migrants / poor in the erstwhile Union Territory of Daman and Diu. In the year 2020, in a historic decision the Parliament of India passed a law for the merger of previous Union Territories of Daman and Diu and Dadra and Nagar Haveli. Meanwhile, the Government of India has also initiated a Scheme for construction of Affordable Rental Housing Complexes by the eponymous name of ARHC, thus making it necessary to modify the previous Scheme to make it consistent with the Scheme of the Government of India and to increase its scope to the complete area of the new Union Territory of Dadra and Nagar Haveli and Daman and Diu.

A large number of employees working in the Industries of Union Territory of Dadra & Nagar Haveli and Daman & Diu are migrated from other States, like UP, Bihar, Madhya Pradesh, West Bengal etc. Skewed demand and supply scenario has made the available housing options for the workers unaffordable. Therefore, they are compelled to stay in congested accommodation commonly known as "Chawls". These Chawls lack basic amenities and are unhygienic and overcrowded.

Present initiative is being taken to improve their living conditions and prevent them from staying in slums, informal settlements or peri-urban areas.

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DEFINITIONS FOR THE PURPOSE OF SPARSH 2.0

Concerned Authority	Means such Authority who has the right to grant construction permission or occupancy certificate in a given area
Dwelling Units	Dwelling Units shall include Dormitories
EWS Family- Economically Weaker Section family-	This means such family whose total income does not exceed Daily Wage Rate of Skilled Labour x 12 x 27 x 3 at any given time or Rs 3 lakhs per annum whichever is higher. All earning family members of such family should have AADHAR number and a bank account. For the purpose of family, spouse, dependent mother and father and unmarried children who are living together with their parents shall be counted.
EWS- Housing Complexes	Means Pucca Structures, buildings etc. meant primarily for residential use by EWS families or EWS persons
Economically Weaker Section (EWS) person	Means a person whose yearly income does not exceed Daily Wage Rate of Skilled Labour x 365 or Rs. 1 lakh whichever is higher.
Nodal Officer	Means such officer as is nominated by Secretary Labour for each district
Owner of the Housing Complex	Includes such person or housing societies who have been authorised by the owner or otherwise to maintain the housing complex in question and shall also include Head of Department or General Manager, or CEO of the autonomous body PSU etc.
SPARSH 2.0 - Housing Complexes	Means such housing complexes which are registered under the Scheme as SPARSH 2.0 housing complexes
SMC	Scheme Monitoring Committee
Union Territory	Means the Union Territory of Dadra and Nagar Haveli and Daman and Diu
FSI, Ground Coverage	Such words shall have the same meaning as defined in the Development Control Rules or Bye-Laws of Concerned Authority.

1. CONTEXT

Current Situation

- (1) The Union Territory of Dadra & Nagar Haveli and Daman and Diu is a hub for industries. The tax concessions, cheap power and conducive working environment, have attracted a large number of industries to the erstwhile Union Territories of Dadra Nagar and Daman & Diu. These industries provide abundant employment opportunities to unskilled, semi-skilled and skilled workforce. Consequently, a large number of workers from different parts of the country are attracted to Dadra & Nagar Haveli and Daman & Diu and get employed by the industries. There are about 2,10,000 persons working in various Industries like Plastic, Engineering, Pharmaceuticals, Electrical, Garments, Textiles, Soda Water, Rubber Plastic, Petrol based and Ice Block making and Construction Sites in the Union Territory.

- (2) The Union Territory lacks adequate and quality housing stock. Skewed demand and supply scenario has made the available housing options for the workers unaffordable. Therefore, they are compelled to stay in congested accommodation commonly known as “Chawls”. These Chawls lack basic amenities and are unhygienic and overcrowded. The sub human living conditions of a large number of workers, and the economic loss caused due to loss of productivity and cost of treatment calls for immediate intervention for amelioration of the hardships of these people and for the welfare of the workers and their families. This problem can only be tackled by involving the private sector i.e owners of the present chawls and other people who are interested in engaging in gainful investment in rental housing.

2. BACKGROUND

- (1) The erstwhile Union Territory Administration of Daman & Diu had formulated and notified vide Notification No. LE/LI/DMN/SPARSH/2018/11 dated 9-4-2018, a scheme namely “Scheme for Promotion of Affordable Rental Smart Housing (SPARSH)” for implementation during the period of 2018-2023. The inauguration of the first housing Complex constructed was held at Ringanwada, Nani Daman on 08/10/2019 by the Hon'ble Administrator of Daman & Diu and Dadra & Nagar Haveli. The Major Industries of Daman have contributed basic amenities required for the dormitories like Hygiene kit, Shaving Kit, Bed Sheets, Mattress, Geyser, Solar System, Bath Room and Kitchen items etc costing approximately Rs. 33.00 lakh. A total of 230 workers are provided accommodation in the above Housing Complex.
- (2) The Central Government vide Gazette Notification No. 44 dated 09/12/2019, has merged the erstwhile U.T. of Dadra and Nagar Haveli and erstwhile U.T. of Daman and Diu in to a single UT of Dadra and Nagar Haveli and Daman and Diu w.e.f. 26-01-2020;
- (3) The existing Scheme of SPARSH was not implemented in the erstwhile UT of Dadra & Nagar Haveli. The present Scheme is proposed for the entire Union Territory of Dadra & Nagar Haveli and Daman & Diu.
- (4) Central government has also implemented a scheme by the name of Affordable Rental Housing Complexes which aims to create and make available affordable housing for the urban poor.

3. PRINCIPLES AND OBJECTIVES

- (i) To address the vision of “Aatma Nirbhar Bharat Abhiyan” significantly by creating a sustainable ecosystem of affordable rental housing solutions for the workers of Industries, Construction Sites and Other Weaker Sections

- (ii) To achieve the overall objective of “Housing for All”, encompassing the need for affordable rental housing for the workers of Industries, Construction Sites and Other Weaker Sections
- (iii) To create a conducive environment by incentivising Public / Private Entities to leverage investment for creating affordable rental housing stock to take care of their own requirements for workforce and also cater to neighbouring areas, if they have available vacant land.
- (iv) To increase the productivity of the industry by improving the health and wellbeing of workers.
- (v) To reduce the financial burden on workers due to treatment costs and wage loss.
- (vi) To increase the happiness and quality of life of workers.
- (vii) To harmonise the guidelines of ARHC Scheme with SPARSH Scheme so as to enhance the uptake of the scheme by the private players intending to build and operate EWS residential colonies.

4. COVERAGE AND DURATION

- (i) SPARSH 2.0 shall be implemented in all the 3 districts – Daman, Dadra & Nagar Haveli and Diu—of the Union Territory.
- (ii) SPARSH 2.0 shall remain applicable for the five years from 2022 to 2027
- (iii) Erstwhile SPARSH scheme shall be succeeded by SPARSH 2.0. All benefits given under the previous scheme shall be deemed to have been given under SPARSH 2.0

5. TARGET BENEFICIARIES

- (i) Target beneficiaries under the Scheme shall be workers, industrial labourers, construction workers etc., staying in the Union Territory, who are EWS persons or are a members of a EWS family.
- (ii) Preference under the Scheme shall be given to persons belonging to Scheduled Castes / Scheduled Tribes / Other Backward Classes
- (iii) Target proposed during the next 5 years :-

Year	No. of beneficiaries	Anticipated Expenditure	Remarks
2022-23	470	2820000	(a) Presently, there is only 1 housing complex with 48 dwelling units registered under the existing SPARSH scheme. Incentive will be given to these beneficiaries in the first 2 years. (b) More beneficiaries can be covered only after the infrastructure is ready.
2023-24	470	2820000	-do-
2024-25	720	4320000	50 new dwelling units are estimated during the year 2024-25
2025-26	970	5820000	50 new dwelling units are estimated during the year 2025-26
2026-27	1220	7320000	50 new dwelling units are estimated during the year 2026-27

(iv) Budget Head:-

- 2230 - Major Head
- 2230 - Labour & Employment
 - 01 - Labour
 - 103 - General Labour Welfare
 - 16 - Labour Welfare Scheme, Dadra & Nagar Haveli and Daman & Diu
- 16.00.33 - Subsidies

6. STRATEGY AND APPROACH

SPARSH 2.0 will be implemented through four verticals.

<p style="text-align: center;">(1)</p> <p>Registering Housing Complexes which provide minimum basic facilities specified in the Scheme as SPARSH 2.0 housing complexes.</p>	<p style="text-align: center;">(2)</p> <p>Incentivising the development or redevelopment of housing complexes and residential spaces for urban poor as SPARSH 2.0 housing complexes by relaxing construction norms for such complexes</p>
<p style="text-align: center;">(3)</p> <p>Incentivising government departments, PSUs, autonomous bodies to either use their vacant residential complexes for stay of urban poor by renting them out on outsourcing model or construction of such new SPARSH 2.0 housing complexes on vacant land under their ownership</p>	<p style="text-align: center;">(4)</p> <p>Subsidising the stay of urban poor and labourers in SPARSH 2.0 housing complexes to give such complexes a competitive advantage over other chawls etc. and bring down the rental charges for the Urban poor.</p>

1. Registering Housing Complexes which provide minimum basic facilities specified in the Scheme as SPARSH 2.0 housing complexes.

Each Housing Complex under the Scheme shall either be a registered Housing Complex under ARHC scheme or, in the alternative, should provide the following minimum basic facilities or adhere to the following minimum basic specifications: -

- a. One dwelling unit of the complex should not be less than 322 sq ft. in area. Not more than 33% of the dwelling units of the complex should be more than 350 sq ft.
- b. Each dwelling unit should have at least two rooms and a separate toilet, bathroom and either a separate kitchen for each room or a common kitchen for the entire housing complex.
- c. Each Dwelling Unit should be properly ventilated.
- d. If the dwelling unit is being used as a dormitory, the dwelling unit shall not contain more than 1 bed per 55 sq feet.
- e. Each DU should have dedicated water supply.
- f. The Housing Complex should have solar panels and common areas should have free of cost lighting for all residents.
- g. The housing complex should have valid construction permission and/or occupancy certificate
- h. The housing complex should have septic tanks or soak pits of size not less than 105 litres x 5 x the number of dwelling units x 2 or as per CPHEEO norms whichever is higher
- i. At least 66% of the dwellings units, rounded to the lowest integer, should be reserved to be rented to the Economically Weaker Section.
- j. The responsibility for maintenance of the housing complex, including the collection of waste in twin bins etc., shall be of the owner of the housing complex.
- k. The owner of the housing complex shall agree to rent at least 66% of the dwelling units of the housing complex to EWS for at least 20 years.

2 Incentivising the development or redevelopment of housing complexes and residential spaces for urban poor as SPARSH 2.0 housing complexes by relaxing construction norms for such complexes

For any housing complex to apply under SPARSH 2.0 scheme, the proposed construction should either be registered under ARHC scheme or, in the alternative, should fulfil all conditions as mentioned in the first vertical except condition (g) and shall also have other valid permissions as may be required in law.

Concerned authorities, whether Planning and Development Authority, or Municipalities, entrusted with the responsibility of giving construction permission or occupancy certificate, shall provide following benefits/relaxation to the construction permission.

- a. Each such housing complex under the SPARSH 2.0 scheme shall be entitled to an additional 50 % of the applicable FSI.
- b. Each such housing complex under the SPARSH 2.0 scheme shall be entitled to an additional 20% of the ground coverage.
- c. Each such housing complex under the SPARSH 2.0 scheme shall be entitled to such relaxations in setbacks or abutting road size as the concerned Authority may determine by rules/bye-laws made in this behalf.
- d. With exception of Green Zone and notwithstanding any other zone, road-width, or area, 20% of the permissible ground coverage shall be allowed to be used for commercial/business purposes.
- e. The concerned Authority shall regularise the existing housing complexes if they fall within relaxed guidelines as prescribed under this Scheme.

Concerned Revenue Departments shall prioritise any application for NA for construction of such housing complexes

3. Identification of Government Land and vacant houses and incentivising government departments, PSUs, autonomous bodies to either use such

vacant houses for stay of urban poor by renting them out on outsourcing model or constructing such new SPARSH 2.0 housing complexes.

- a. All municipalities, District Panchayats, PSUs, Autonomous bodies within UT of DNH-DD shall be obliged to identify lands in their respective jurisdictions with the help of concerned revenue departments, and to construct at least one SPARSH 2.0 housing or to run at least one SPARSH 2.0 housing on houses already under its possession, in their respective jurisdictions
- b. Such municipalities, District Panchayats, PSUs, Autonomous bodies within UT of DNH-DD shall do so either through their own funds, or if the same is not viable, through Grant in Aid allotted to them.
- c. In order to be eligible under SPARSH 2.0, the units constructed under this vertical shall follow the same norms as mentioned in Vertical 2.

4. Subsidising the stay of urban poor and labourers in housing complexes registered or constructed under the SPARSH 2.0 scheme either by a private player under vertical 1 or 2 or by any PSUs, Autonomous bodies etc. under vertical 3

- a. All EWS families staying in the housing complexes registered or constructed under the SPARSH 2.0 scheme shall be entitled for a rent subsidy of Rs. 500 per month per person subject to a maximum of 5 persons in a family.
- b. For any housing complex registered under SPARSH 2.0 scheme, such subsidy shall be allowed for a period of not more than 20 years from the date of Registration, or till 40 years from the date of construction, whichever is earlier.
- c. Subsidy shall be transferred to any lady member of the family in her account through Aadhar linked bank transfer in case of families or to each individual person in case of a dormitory. Subsidy shall be

transferred to Aadhar linked bank account of the Karta or senior most earning male member of the family if no female member is either available or stays in the Housing Complex

7. IMPLEMENTATION METHODOLOGIES

Vertical 1: 1. Registering Chawls or Housing Complexes which provide minimum basic facilities under the Scheme.

Step 1. The owner or the authorised representative of the owner of the Housing Complex shall apply to the concerned officer, as may be designated by Secretary Labour for each district in the Form-A with all documents as may be mentioned in Form-A

Step 2. The nodal officer shall get the veracity of the application scrutinised within 30 days of such application through such means as he may deem fit. The Assistance of a technical person / Associate Town Planner, Department of Town Planning, Daman may be taken for verifying whether construction plans, layout, accessibility and other land details are in accordance with the approved norms or not.

Step 3. The nodal officer shall issue a registration certificate to the applicant in Form-B and shall enter the same in a register maintained for the purpose. The nodal officer shall also enter into an agreement with the owner as provided in Annexure 5

Step 4. The registration shall be verified annually by the nodal officer and shall stand cancelled, after giving an opportunity of showing cause within 30 days to the owner of the Housing Complex, if it is found that any of the terms and conditions mentioned in this Scheme or the agreement entered between the Department and the Owner are no longer being followed.

Vertical 2: 2. Incentivising the construction of new housing complexes and residential spaces for the urban poor by relaxing construction norms for such complexes

Step 1:- The applicant wishing to get construction permission or occupancy certificate under the Scheme shall apply to the concerned Authority as per the rules of the Authority including abbreviation SPARSH 2.0 in the name of the project.

Step 2:- The Authority shall examine the drawings and plans of the applicant to see if the requirements as mentioned in the vertical one are fulfilled or not. For any requirement that is not apparent from the plan submitted, the self-declaration of the applicant shall be deemed sufficient proof.

Step 3:- The Authority shall, on being satisfied that all conditions of the Scheme are fulfilled, grant Construction Permission/ Occupancy Certificate within 30 days of the application.

Vertical 3. Identification of Government Land, vacant houses and converting them for the use of the urban poor and labourer and incentivising government departments, PSUs, and autonomous bodies to either use such vacant houses for stay of urban poor by renting them out on outsourcing model or constructing such new SPARSH 2.0 houses.

Step 1. After constructing or identifying the housing complex the officer not below the rank of Head of the Office of the concerned department or body shall apply to the concerned officer, as may be designated by Secretary Labour for each district in the Form-A with all documents as may be mentioned in Form-A

Step 2. The nodal officer shall get the veracity of the application scrutinised within 30 days of such application through such means as he may deem fit.

Step 3. The nodal officer shall issue a registration certificate to the applicant in Form-B and shall enter the same in a register maintained for the said purpose. The nodal officer shall also enter into an agreement with the applicant as provided in Annexure 5

Step 4. The registration shall be verified annually by the nodal officer and shall stand cancelled, after giving an opportunity of showing cause within 30 days to the owner of the Housing Complex, if it is found that any of the terms and conditions mentioned in this Scheme or the agreement entered between the Department and the Owner are no longer being followed.

Vertical 4. Registration of the beneficiary and disbursal of subsidy.

Step 1. All EWS or EWS-families living in the registered SPARSH 2.0 Complex shall apply to nodal officer in Form C mentioning therein the account details in which the subsidy is to be disbursed.

Step 2. The subsidy shall not be granted in advance but only for the period already spent in the SPARSH 2.0 housing complexes

Step 3. The applicant shall attach with the form the receipt of the rent paid.

Step 4. The nodal officer, after making such inquiries as he may deem fit, shall approve the subsidy and transfer the same to the beneficiary account.

8. ROLES AND RESPONSIBILITIES

Implementation of SPARSH 2.0 will be done by the Department of Labour & Employment, Municipalities, District Panchayats, PSUs, Autonomous Bodies within the UT of DNH-DD and their roles and responsibilities are detailed below: -

Vertical – 1

Department of Labour & Employment

- a) Department of Labour & Employment will disseminate Operational Guidelines of SPARSH 2.0 for smooth implementation of the Scheme to all Chawl Owners, departments etc.
- b) Department of Labour & Employment will issue Registration Certificate to the owner or the authorised representative of the owner of the Housing Complex or PSU or local authority etc. after verifying the veracity of the application through such means as may be prescribed

- c) Department of Labour shall identify and approve disbursement of subsidy to EWS and EWS families

Owner of the Housing Complex

- (a) Owner of the Housing Complex will get their Chawl or Housing Complexes registered with the Department of Labour under the SPARSH 2.0
- (b) Owner of the Housing Complex shall be responsible for getting CP/OC under the Scheme or getting his housing complex registered under the scheme.
- (c) Owner of the Housing Complex will get the registration certificate renewed annually

Vertical – 2

Planning and Development Authorities / Municipalities / Concerned authority

Planning and Development Authorities / Municipalities / Concerned authority whether, entrusted with the responsibility of giving construction permission or occupancy certificate, irrespective of their bye-laws or development control rules, will provide following benefits/relaxation to the construction permission.

- a) An additional 50 % of the applicable FSI.
- b) An additional 20% of the ground coverage.
- c) Such relaxations in set-backs or abutting road size as the concerned Authority may determine by rules/bye-laws made in this behalf.
- d) With exception of Green Zone and notwithstanding zone, road, or area, 20% of the permissible ground coverage shall be allowed to be used for commercial/business purposes
- e) Concerned Authority shall regularise the existing housing complexes if they fall within relaxed guidelines as prescribed under this Scheme.

Revenue Department

Revenue Departments shall prioritise any application for NA for construction of such housing complexes

Owner of the Housing Complex

- a) The owner will apply to the concerned Authority as per the rules of the Authority and get the permission or occupancy certificate
- b) He shall assist his tenants in getting benefit under the Scheme

Vertical – 3**Department of Labour & Employment**

Department of Labour & Employment will issue Registration Certificate to the owner or the applicant after verifying the veracity of the application through such means as may be prescribed

Municipalities / District Panchayats / PSUs / Autonomous bodies

All Municipalities / District Panchayats / PSUs / Autonomous bodies will identify lands in their respective jurisdictions with the help of concerned revenue departments, and to construct at least one SPARSH 2.0 housing or to run at least one SPARSH 2.0 housing on houses already under its possession, in their respective jurisdictions through their own funds, or if the same is not viable, through Grant in Aid allotted to them.

Vertical – 4**Department of Labour & Employment**

Department of Labour & Employment will release the prescribed subsidy to the eligible families or EWS staying in the housing complexes registered under the SPARSH 2.0

Owner / Department / PSU of the Registered Housing Complex

- a) will get their Housing Complexes registered/renewed with the Department of Labour under the SPARSH 2.0
- b) will maintain the housing complex properly in accordance with the guidelines issued under the Scheme
- c) will issue proper receipts for the rent paid by the EWS family staying in the housing complex
- d) Shall assist their tenants in applying under the scheme

9. OPERATION AND MAINTENANCE

- a) The operation and maintenance of SPARSH 2.0 complex will be responsibility of the owner of the Housing Complex

10. ADMINISTRATIVE STRUCTURE

The Scheme will be administered by the Department of Labour & Employment, DNH & DD.

12. MONITORING AND EVALUATION

- a) The Department of Labour & Employment will develop a dedicated SPARSH 2.0 website for the purpose of documentation, knowledge sharing and monitoring. Concessionaire / Entity will upload SPARSH 2.0 project details, Rent Agreements, Project wise occupancy status, etc on the website on periodic basis.
- b) Municipalities / District Panchayats / Panchayats / PSU shall review the project status and implementation of contract terms on a period basis as per requirement and take suitable measures for smooth implementation of Scheme.

- c) SPARSH 2.0 – will converge with existing SPARSH scheme formulated by the erstwhile UT of Daman & Diu.
- d) The SMCs at UT and District Level shall be responsible for ensuring that the Scheme is being effectively implemented in the UT and the district respectively. For this purpose, they shall have the right to remove difficulties, interpret provisions of the scheme, modify form and agreements to be entered or filled, seek data and records from the department and set targets thereof.

13. CAPACITY BUILDING

Capacity building activities such as trainings, workshops and other associated activities at various levels shall be carried out by the concerned Departments / Municipalities / District Panchayats / Panchayats / PSUs for enhancing the capacities of various stakeholders in implementation of SPARSH 2.0

14. SAVINGS

1. Nothing contained in this scheme shall allow any construction, or regularisation of any construction in Green Zone or Forest area.
2. Nothing contained in this scheme shall prevent a person from taking additional benefits under ARHC scheme if he/she is otherwise eligible for the same.
3. Nothing contained in this scheme shall allow granting of Construction Permission or Occupancy Certificate in violation of, or in supersession of respective bye-laws or Development Control Rules of the respective authorities.
4. The disbursal of financial benefits under the scheme shall be subject to availability of funds. In case the eligible applicants exceed the funds availability, preference shall be given to SC/ST/Widow/Physically Disabled applicants.

Annexure – 1

FORM – A

(See Para 7 of the SPARSH 2.0 Guidelines)

FORM OF APPLICATION FOR REGISTRATION OF HOUSING COMPLEXES
UNDER THE SCHEME OF SPARSH 2.0 (SCHEME FOR PROMOTION OF
AFFORDABLE RENTAL SMART HOUSING 2.0)

1	Full name of the Applicant / Occupant / Department / PSU/Autonomous Body																
2	Full Postal address																
3	Male / Female (in case of individual) write company or name of the association in any other case.																
4	Occupation (in case of individual)																
5	Aadhar Card Number (in case of individual) OR Registration number in any other case																
6	Date of Birth (in case of individual) or Date of Registration or incorporation																
7	Mobile Number																
8	Email id																
9	Address of the SPARSH Housing Complex including Village/City Name and Survey numbers																
10	Date of Construction																
11	Types and Areas of Different Dwelling Units and Commercial Areas	<table border="1"> <thead> <tr> <th>S.no</th> <th>Type of Dwelling Unit</th> <th>Area of Unit</th> <th>App. Rent per unit</th> <th>Number of Unit</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S.no	Type of Dwelling Unit	Area of Unit	App. Rent per unit	Number of Unit										
		S.no	Type of Dwelling Unit	Area of Unit	App. Rent per unit	Number of Unit											
12	Project Completion Status / Whether Occupancy obtained																
13	Whether SPARSH 2.0 is prominently displayed in the Housing Complex																
14	Number of Dormitory Beds in the Complex																
15	Rent per Dormitory Bed																

I solemnly affirm that the information given above is true to the best of my knowledge and belief and no facts are concealed.

I further undertake that I have read all the conditions prescribed for the Scheme of SPARSH 2.0 (Scheme for Promotion of Affordable Rental Smart Housing) and I fulfil / shall comply with all the conditions.

Place: Daman

Dated:

Signature of Applicant /
Head of Office / Authority
(In case of Department / PSU/Autonomous Body)

Following documents are required to be submitted along with the application:

- i. Permissions / NOC granted by the Department of Town Planning or Municipality as the case may be
- ii. Land Revenue Documents
- iii. Site Plan of the land in question
- iv. Attested copy of Power of Attorney, in cases where applicant(s) are filed by the Power of Attorney Holder(s).
- v. Any other documents
- vi. Photographs and Location Map of the site

Annexure – 2

FORM – B

(See Para 7 of the SPARSH 2.0 Guidelines)

No.

Dated: / /2022

CERTIFICATE OF REGISTRATION

This is to certify that the Housing Complex owned / occupied by Mr. / Mrs. / Ms. _____ has been registered under the Scheme of “Scheme for Promotion of Affordable Rental Smart Housing (SPARSH 2.0)” for creating affordable and quality housing for urban poor and labourers for the year ____ and is given unique identity number _____

1	Name of the Housing Complex				
2	Address of the Housing Complex				
	Type of Dwelling Unit	Area of Unit	Applicable Rent per unit	Number of Unit	

The above certificate is subject to fulfilment of all the conditions prescribed under the Operational Guidelines issued for the Scheme of SPARSH 2.0 (Scheme for Promotion of Affordable Rental Smart Housing). In case you find that any of the Guidelines are being violated kindly contact _____

Officer Concerned / Registering Officer

<u>S.no</u>	<u>Year</u>	<u>Renewed(Signature of Nodal Officer)</u>

Annexure – 3FORM – C

Application for release of subsidy

(See Para 7 of the SPARSH 2.0 Guidelines)

To,
The Nodal Officer (SPARSH),
Daman / DNH / Diu

Sir,

I hereby apply for release of subsidy under the “Scheme for Promotion of Affordable Rental Smart Housing (SPARSH)” as below :-

1	Full Name in English of Applicant	
2	Mobile Number	
3	Gender	
4	Name of Father / Husband	
5	Address	
6	District	
7	State	
8	Pin Code No.	
9	Country	
10	Name of Bank	
11	IFSC Code	
12	Bank Account No.	
13	Aadhar Number	
14	Month for which subsidy is claimed (From _____ to _____)	
15	Name & Unique Identity Number of Housing Complex registered under SPARSH where the EWS families living	
16	Unit No. of Dwelling Unit	
17	No. of family members living in the Dwelling Unit	
18	Amount claimed	
19	Total Annual Income of all the members living in the dwelling unit	

I hereby undertake to refund any amount claimed or disbursed in excess of my eligibility. I am attaching details, including name and AADHAR number of all my family members and receipt of rent paid. I also acknowledge that if any information given by me is found to be false or misleading then I am also liable to be criminally prosecuted.

Signature

Annexure – 4Scheme Monitoring Committee (UT Level)

Composition

1	Commissioner-cum-Secretary (Labour), DNH & DD	Chairman
2	Director (Finance)	Member
3	Director (Panchayats)	Member
4	Director (Municipal Administration)	Member
5	Director (Industries)	Member
6	Chief Town Planner	Member
7	Joint Commissioner (Labour), Daman	Member

Scheme Monitoring Committee (District Level)

Composition

1	Addl Commissioner (Labour)	Chairman
2	Joint Commissioner Labour	Member Secretary
3	CO, MC	Member
4	CEO, DP	Member
5	Representative from the Town Planning Department	Member
6	Representatives from the Industries Department	Member
7	LEO/LI	Member

Annexure – 5

AGREEMENT FOR AVAILING BENEFITS UNDER THE SPARSH 2.0 SCHEME
(Para 7 of the Guidelines)

THIS AGREEMENT was made and entered on _____ at _____

Between

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu, -
_____ (officer concerned) having its
registered office at _____, represented by
_____ hereinafter referred to as the
DEPARTMENT.

AND

The Owner of the Housing Complex / Department / PSU/Autonomous Body (Nature of Business) age about _____ years, having his/her (Office/Residence) at _____, Daman, herein after referred to as the Owner.

AND WHEREAS, U.T. Administration of Dadra & Nagar Haveli and Daman & Diu has notified a Scheme for Promotion of Affordable Rental Smart Housing (SPARSH 2.0) with an object to create affordable and quality housing for Industrial workers, labourers and other economically weaker section

AND WHEREAS, the owner is absolute owner and in possession of an immovable property being DESCRIBE HOUSING COMPLEX or is otherwise authorised to enter into this agreement

AND WHEREAS, the owner is applying to avail the benefit of the Scheme SPARSH 2.0 and ,therefore, the present Agreement is executed in favour of the Designated Officer with following declaration, undertaking, terms and conditions:

RESPONSIBILITY OF THE OWNER

Whereas, the owner undertakes to provide following basic minimum facilities in his housing complex

- a. One dwelling unit of the complex should not be less than 322 sq ft. in area. Not more than 33% of the dwelling units of the complex should be more than 350 sq ft.
- b. Each dwelling unit should have at least two rooms and a separate toilet, bathroom and either a separate kitchen for each room or a common kitchen for the entire housing complex.
- c. Each Dwelling Unit should be properly ventilated.
- d. If the dwelling unit is being used as a dormitory, the dwelling unit shall not contain more than 1 bed per 55 sq feet.
- e. Each DU should have dedicated water supply.
- f. The Housing Complex should have solar panels and common areas should have free of cost lighting for all residents.
- g. The housing complex should have valid construction permission and/or occupancy certificate
- h. The housing complex should have septic tanks or soak pits of size not less than 105 litres x 5 x the number of dwelling units x 2 or as per CPHEEO norms whichever is higher
- i. At least 66% of the dwellings units, rounded to the lowest integer, should be reserved to be rented to the Economically Weaker Section.
- j. The responsibility for maintenance of the housing complex, including the collection of waste in twin bins etc., shall be of the owner of the housing complex.

The owner of the housing complex also agrees to rent at least 66% of the total number of dwelling units of the housing complex namely _____ dwelling units to EWS for at least 20 years from the date of signing of this agreement or 40 years from the date of Construction of the Housing Complex whichever is earlier.

The owner also agrees that in case he fails to fulfil any of the conditions mentioned in this agreement, his construction permission and occupancy certificate may stand withdrawn and his registration shall stand cancelled under the SPARSH 2.0.

The owner also acknowledges his responsibility to assist and guide his tenants in applying for the benefit under the scheme.

The owner agrees to prominently display SPARSH 2.0 Housing Complex on his housing complex for the duration of this Agreement.

INCENTIVES

The incentives to be provided by the UT Administration under SPARSH 2.0 will be as follows:

- a. All EWS families staying in the housing complexes registered or constructed under the SPARSH 2.0 scheme shall be entitled for a rent subsidy of Rs. 500 per month per person subject to a maximum of 5 persons in a family.
- b. For any housing complex registered under SPARSH 2.0 scheme, such subsidy shall be allowed for a period of not more than 20 years from the date of Registration, or till 40 years from the date of construction, whichever is earlier.
- c. Subsidy shall be transferred to any lady member of the family in her account through Aadhar linked bank transfer in case of families or to each individual person in case of a dormitory. Subsidy shall be transferred to Aadhar linked bank account of the Karta or senior most earning male member of the family if no female member is either available or stays in the Housing Complex

Arbitration

The Parties hereto agree that in the event of there being any disputes with regards to this Agreement or interpretation of any of the terms of this Agreement, the same shall be referred for Arbitration in terms hereof. Arbitration shall be conducted as follows:

- a) All proceedings in any Arbitration shall be conducted in English.
- b) The dispute shall be referred to the arbitrator appointed by Secretary Labour, who may appoint any person not connected with the Labour Department as the sole arbitrator.

- c) The Arbitration Award shall be final and binding on the Parties and the Parties agree to be bound thereby and to act accordingly;
- d) The Arbitral Tribunal may by unanimous agreement, award to a party that substantially prevails on the merits its costs and reasonable expenses (including reasonable fees of its counsel);
- e) Seat of such Arbitration Tribunal shall be in Daman and any dispute shall be subject to Daman Jurisdiction.
- f) The Arbitration Proceedings shall be governed by the Arbitration and Conciliation Act, 1996;

General Miscellaneous Provisions

- i. This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter.
- ii. This Agreement shall not be amended, modified, altered or changed in any way except by a writing executed by each Party. A waiver by any Party hereto of any provision of this Agreement or a Breach there under shall not be deemed to constitute a subsequent or future waiver of the same or any other provision or a breach of this Agreement.
- iii. If any part of this Agreement is declared invalid or unenforceable, the Parties shall, in good faith consult with each other and adopt new provisions that shall to the greatest extent permitted by Law, place the Parties in the same economic position that they would have been in had the invalid part this Agreement continued in effect and those portions of this Agreement that have not been declared invalid or unenforceable shall remain in full force and effect.
- iv. This Agreement shall inure to the benefit of and be binding on the respective Successors and Assigns of the Parties. The Parties agree and undertake that this Agreement shall continue to be valid, binding and enforceable against the Parties as well as their, Liquidators, Administrators, Successors and Assigns notwithstanding any merger, acquisition, and corporate reorganisation by way of change in the ownership and/or management of the Parties or otherwise.
- v. All remedies of any Party under this Agreement whether provided herein or conferred by statute, civil law, common law, custom or trade usage, are cumulative and not alternative and may be enforced successively or concurrently.
- vi. All notices, communications and other correspondence required or permitted by this Agreement shall be in writing and shall be sent to all the Parties simultaneously by (a) email, with confirmation copy sent by Registered Post, (b) by personal delivery with acknowledgement of

receipt to the addresses mentioned above. All such notices, communications and correspondence shall be sent and deemed to have been received only if the same has been sent to all the Parties as follows: (I) if by email, upon receipt of the confirmation copy; and (ii) if by personal delivery, courier or registered, upon receipt or refusal of delivery. A Party may change the address to which notices are to be sent by a notice complying herewith to that effect. All notices shall be in English.

- vii. This Agreement has been signed in 2 (Two) counterparts each of which shall be deemed to be an original.

WARRANTIES OF THE OWNER OF THE HOUSING COMPLEX

- i. The owner has clear and marketable title with respect to the Project land; as declared in the title report annexed to this agreement and has the requisite rights to carry out development upon the project land and also has actual, physical and legal possession of the Project land for the implementation of the Project.
- ii. The owner has lawful rights and requisite approvals from the Competent Authorities to carry out development of the Project and shall obtain requisite approvals from time to time to complete the development of the Project.
- iii. There are no encumbrances upon the Project land or the Project except those disclosed in the title report.
- iv. There are no litigations pending before any Court of law with respect to the Project land or Project except those disclosed in the title report.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month and year herein above mentioned.

For Administration

for Owner

Signature:

Signature:

Name:

Name:

Designation:

Designation:

Witness for Department

Witness for Owner

Signature:

Signature:

Name:

Name:

Address:

Address:

Signature:

Signature:

संघ प्रदेश दादरा एवं नगर हवेली तथा दमण एवं दीव प्रशासन
विधि एवं न्याय विभाग, सचिवालय,
दमण – ३९६ २२०.

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
Law & Justice Department, Secretariat,
Daman – 396 220.

सं./No.: LAW/DMN.SLSA-DD-DNH/SLSA/122002/167

दिनांक / Date : 11/07/2022

- Read :**
1. Letter No. MSLSA/2022/1784 dated 28th June, 2022 received from the Member Secretary, Maharashtra State Legal Services Authority, Mumbai.
 2. Letter No. PD&SJ/DIU/2022/329 dated 29/06/2022 and revised proposal letter of even no. 337 dated 01/07/2022

NOTIFICATION

In Supersession of earlier notification and in exercise of the powers conferred under Section 6(2) (B) of the Legal Services Authority Act, 1987 and its amendment of 2002, the Administrator, Union Territory of Dadra & Nagar Haveli and Daman & Diu is pleased to nominate Hon'ble Justice Shri S.V. Gangapurwala, Judge, Bombay High Court as the new Executive Chairman of the State Legal Services Authorities, DNH and Daman & Diu.

By order and in the name
Of the Administrator, U.T. of
Dadra and Nagar Haveli and
Daman and Diu

Sd/-
(Gaurav Singh Rajawat)
Law Secretary, DNH & DD.
