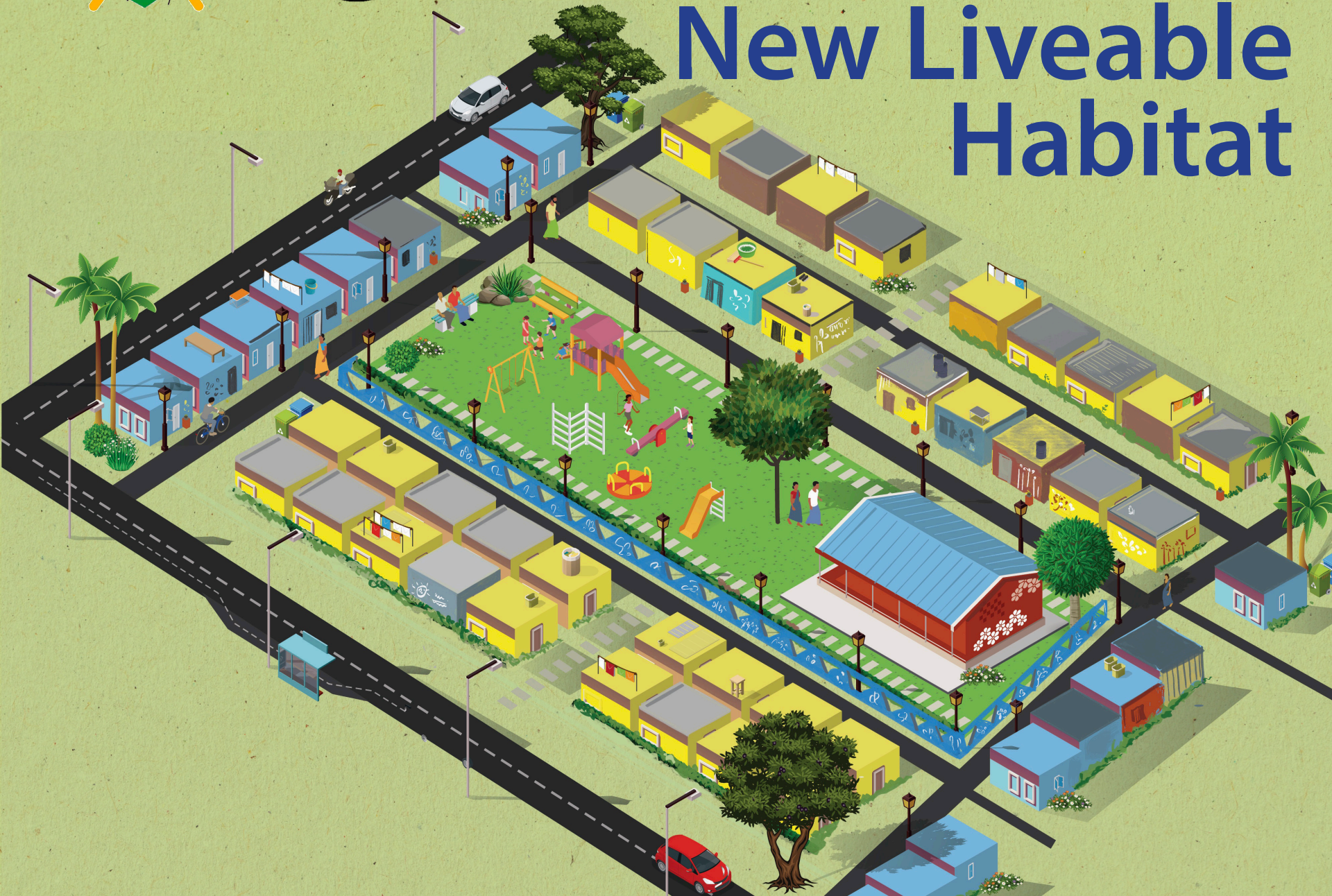
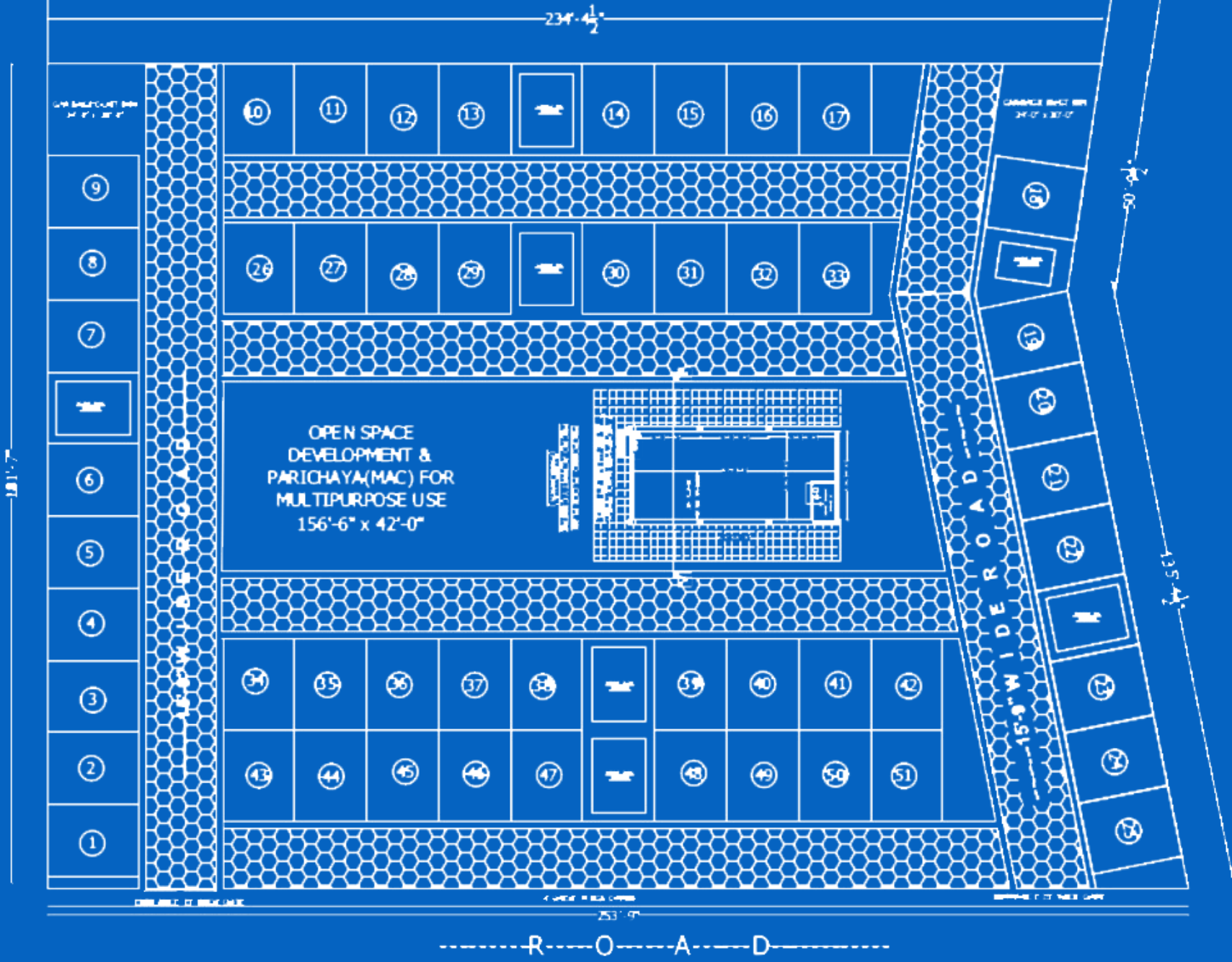




Standard Operating
Procedures for

New Liveable Habitat





New Liveable Habitat





FOREWORD

G. Mathi Vathanan, IAS
Principal Secretary,
Housing & Urban Development Department,
Government of Odisha



Over the last few years, under the guidance of Hon'ble Chief Minister of Odisha, the state has pioneered in developmental interventions and pro-poor reforms through various policies and programmes. The Housing & Urban Development Department has been implementing inclusive and growth-oriented urban reforms; strengthening urban planning with community participation, building capacities of the Urban Local Bodies (ULBs) to deliver services, creating and maintaining urban infrastructure, developing public spaces and amenities, provision of affordable housing for the urban poor, upgrading skills of the urban poor for increasing their employability and improving economic condition, aligned with the New Urban Agenda.

With the enactment of “The Odisha Land Rights to Slum Dwellers Act, 2017” and the launching of Jaga Mission in 2018, the government has recognised the collective responsibility of improving the quality of life of the slum dwellers by ensuring integrated and planned growth of the cities with adequate infrastructure and services. While in the first phase of Jaga mission, we were committed to secure land rights for the urban poor, in its second phase, we prioritised ‘Slum Upgradation and Delisting’ through creation of necessary basic civic infrastructure and bringing the slums at par with the rest of the city. However, there are people living in the slums formed on environmentally hazardous land or under significant threat of eviction. The Government of Odisha, working towards securing their ‘right to the city’ and pursuing the spirit of ‘leave no one behind’ has developed a Standard Operating Procedure (SOP) for creating New Liveable Habitats.

The key principles driving this initiative are listed below -

- ◆ Exhaustion of all possibilities for granting in-situ land tenure to slum dwellers before opting for relocation;
- ◆ Strong community mobilization processes to bring forth community consent which should not be less than 80 percent of total families living in the slum;
- ◆ Participation of the slum dwellers at every stage of the New Liveable Habitat creation process – from the selection of suitable sites and layout design till the construction of the habitats;
- ◆ Design and construction of the New Liveable Habitat as a plotted mini-township, containing all necessary amenities such as paved streets, piped water supply, storm water drains, electricity, street lights, sanitation facilities, toilets, open spaces, playgrounds and Jaga Mission’s own signature micro-activity centres called “Parichaya”.
- ◆ Grant land and certificates of land rights to slum dwellers at the New Liveable Habitat site.
- ◆ Providing housing assistance under central and state government affordable housing schemes such as PMAY/AWAS.

Such transformative changes will not only improve the lives of the people affected but also bring a sense of ownership and pride by making them partners in the process. New Liveable Habitats will possess infrastructure and amenities, which would be at par with the other planned parts of the city. This will improve the quality of life in the entire city and transform the landscape of the whole city.

This SOP outlines a step-by-step procedure for guiding the Urban Local Bodies (ULBs) and the Slum Dwellers Associations (SDAs) to build community consensus and undertake participatory relocation of slum households residing in the untenable slums to a New Liveable Habitat.

We acknowledge the partnership of Centre for Policy Research (CPR) supported by Foreign, Commonwealth and Development Office (FCDO) and Omidyar Network India (ONI) in this process and their support in developing this SOP too.

To sustain the achievements of the Jaga Mission and to continue the journey towards slum-free and slum-proof cities, the Government of Odisha remains committed to resolve the broader issues of urban and land policy and institutional reforms redressing the important underlying causes of slum formation e.g., access to serviced urban land, equal economic opportunities and broader inclusion. It is my sincere hope that this SOP will be of immense help for the implementers of this initiative at all levels to achieve the overarching vision of a transformed and slum-free Odisha.


(G. Mathi Vathanan)



 **ଜାଗା ମିଶନ**
JAGA MISSION

ବସ୍ତିରୁ ବାସଯୋଗ୍ୟତା ଦର୍ପଣରେ ପରିଣତ କରିବା
TRANSFORMING SLUMS INTO LIVEABLE HABITAT

ମାଲତ୍ରୋ! ଏକ୍ସିଜିଟି ସେକ୍ଟର ନିର୍ମାଣ
ଏବଂ ଯେଉଁର ଦୁଇ ସମତଳୀ କରଣ
ସାମୁହିକ ବାସ୍ୟାଦୁକ ନିମନ୍ତେ ସ୍ଥାନର
ବ୍ୟବସ୍ଥା।

ମାଟି ବାଟିଆ, ପ୍ଲଟ୍ ନଂ-୧୦, ଯୋଡ଼ା ଗୋଲ ପରିଷଦ, ଯୋଡ଼ା

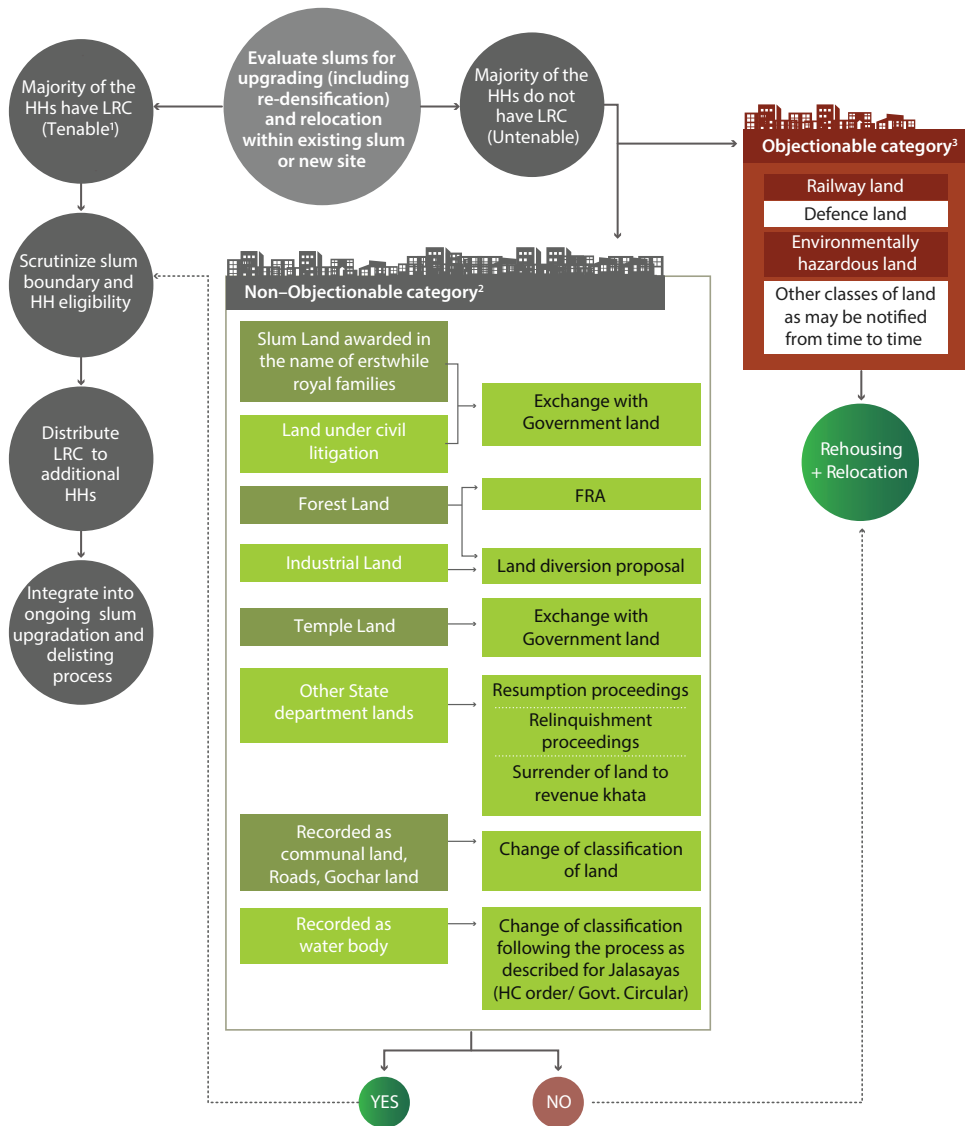


PREFACE

Through the Government of Odisha's landmark initiative of the Odisha Liveable Habitat Mission (OLHM), also known as the JAGA Mission over 60,000 LRCs have been granted to households residing in slums. At this initial stage of Jaga Mission, great impetus has been put on in-situ settlement, complemented through slum upgradation following the Standard Operating Procedure for Slum Upgradation and Delisting.

To address untenability of land, re-densification of existing tenable slums and relocation to a new liveable habitat are being explored. However, in order to avoid large scale relocation, the state emphasises alternatives such as land exchange with private entities and/or conversion of land classification to make the lands leasable. Only after exhausting all the options, the ULBs are allowed to choose relocation options which is primarily meant for slums located on strictly objectionable category of land. The overall approach for this is illustrated to the right.

This Standard Operating Procedure, however, focuses on slums residing wholly on objectionable category of untenable land. It will lay down a step-by-step process to approach relocation of slums in Odisha under the next phase of Jaga Mission.



Notes:

1. *Tenable category*: means the settlement as decided by the Committee, where existence of human habitation does not entail undue risk to the safety or health or life of the residents or habitation or such sites are not considered contrary to public interest or the land is not required for any public or development purpose (LR Act, 2017)
2. *Non – Objectionable category*: It may include but not limited to; forest land, private land (mostly local Rajah's land), temple land or any other land that may be converted to tenable by land exchange/negotiation or conversion.
3. *Objectionable*: It may include but limited to railway land, defence land, environmentally hazardous land, land near waste dumping sites etc or any other land where existence of human habitation entails undue risk to the safety or health or life of the inhabitants themselves or where habitation on such areas is considered by the Committee not to be in public interest. Smaller settlements having less than 20 HHs and does not qualify as slum by definition can also be included in this category.

STANDARD OPERATING PROCEDURE (SOP) FOR NEW LIVEABLE HABITAT IN ODISHA

1. INTRODUCTION

In continuation to the Government of Odisha's landmark initiative of the Odisha Liveable Habitat Mission (OLHM), also known as the JAGA Mission, launched in 2018, along with the ongoing slum upgradation and delisting of tenable slums; relocation of slums on "objectionable" category of untenable land emerge as the next critical step towards accommodating most vulnerable in the cities.

Guided by the Odisha Land Rights to Slum Dwellers Act, 2017 and the Rules made thereunder, this document outlines the Standard Operating Procedure (SOP) for relocating the households from the slums on such "objectionable" category of untenable land to a new liveable habitat.

The Government of Odisha aims to use this SOP to further embed participation of the slum residents in urban planning, development and decentralisation of decision-making processes to achieve its vision of inclusive, egalitarian and liveable new urban habitats.

2. OBJECTIVE

The specific objectives of this SOP are:

- ◆ To lay down the procedure and criteria for identifying slums on objectionable nature of untenable land and
- ◆ To establish procedure, process, and requisite documentation for relocation to a new liveable habitat.

3. PRINCIPLES

The principles guiding the present SOP shall be:

- a. Exhaustion of all alternatives for in-situ settlement, including densification of the

existing tenable slums, before exploring relocation to a new liveable habitat as the option.

- b. Prioritise *en masse* relocation of the slum HHs which lies wholly on the "objectionable" category of untenable land
- c. Relocation of the slum HHs will be subject to their prior consent obtained through a resolution signed by each individual household.
- d. Leveraging available housing schemes to encourage beneficiary-led housing at the new liveable habitat.

4. EXTENT OF OPERATION OF THIS SOP

This SOP for new liveable habitat extends to all Municipalities and Notified Area Councils (NAC) in Odisha (collectively referred to as ULB). This SOP shall apply to all slums which have been covered under USHA survey.

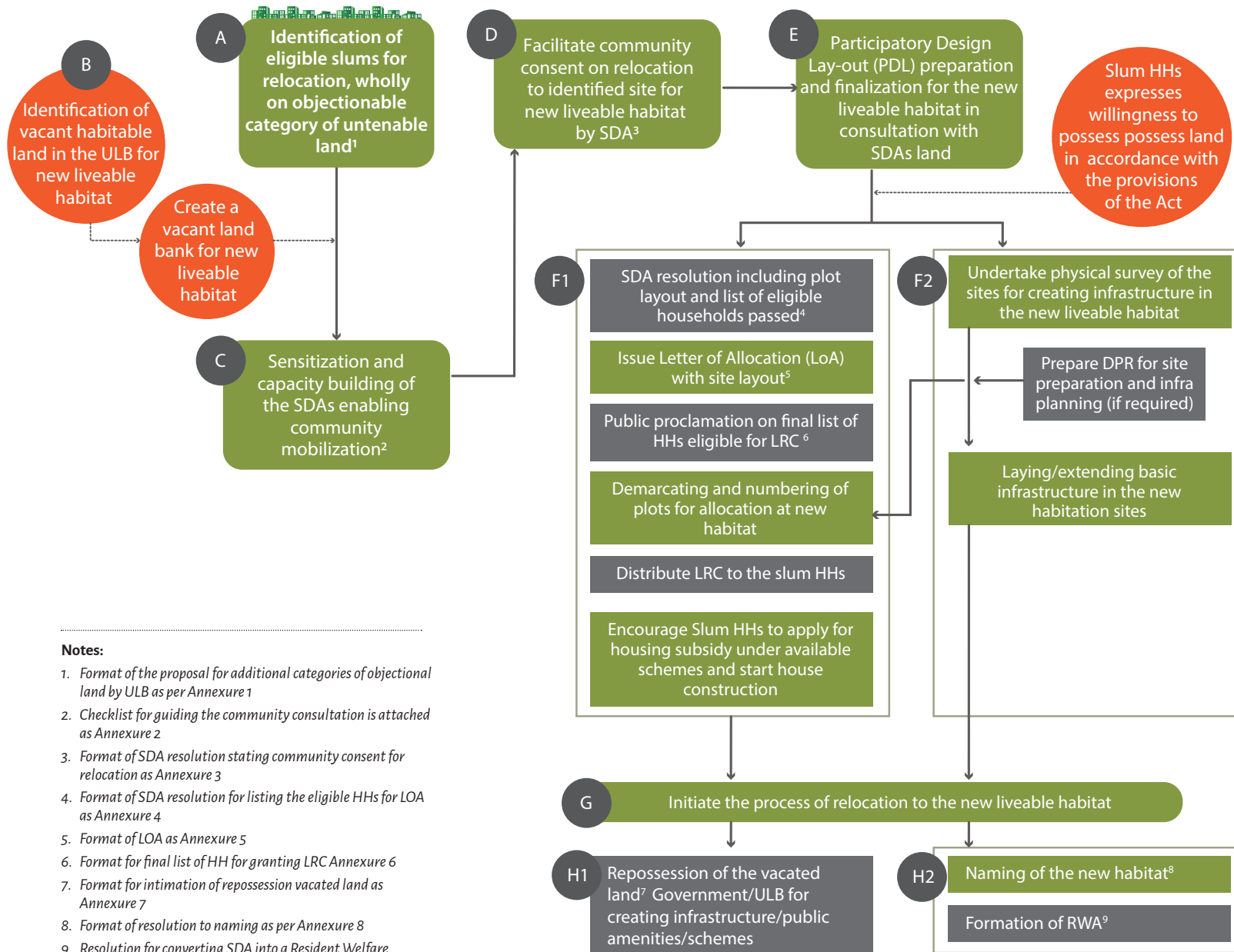
5. NODAL OFFICER FOR OPERATIONALISING THIS SOP

The Executive Officer (EO) concerned shall be the designated Nodal Officer, representing the concerned ULB, for the process of relocation of the slum HHs to the new liveable habitat and preparing the site for the same in coordination with other relevant stakeholders.

6. PROCESS FLOW FOR RELOCATION TO NEW LIVEABLE HABITAT IN ODISHA

A step-by-step process flow diagram necessary for relocation of the slums on objectionable untenable land to new liveable habitat in Odisha is illustrated below (Figure 1).

Figure 1: Process flow for New Liveable Habitat



Notes:

1. Format of the proposal for additional categories of objectional land by ULB as per Annexure 1
2. Checklist for guiding the community consultation is attached as Annexure 2
3. Format of SDA resolution stating community consent for relocation as Annexure 3
4. Format of SDA resolution for listing the eligible HHs for LOA as Annexure 4
5. Format of LOA as Annexure 5
6. Format for final list of HH for granting LRC Annexure 6
7. Format for intimation of repossession vacated land as Annexure 7
8. Format of resolution to naming as per Annexure 8
9. Resolution for converting SDA into a Resident Welfare Association as per Annexure 9.







7. OUTLINING DETAILED STEPS TO RELOCATE SLUMS TO NEW LIVEABLE HABITAT

Step A

Identification of eligible slums for relocation, wholly on objectionable category of untenable land

- ◆ The Odisha Land Rights to Slum Dwellers (LR) Act, 2017 mandates the ULB to identify untenable settlements for relocation to an alternate suitable site.
- ◆ The ULB will identify all the untenable settlement as defined under Section 2(u) of the LR Act, 2017 and categorise them as “objectionable” categories of untenable land and “non-objectionable” categories of untenable land. A final list of “objectionable” categories of untenable land, as updated by the state government, will be maintained at the ULB level.
- ◆ Only those slum parcels covered under the USHA survey which lie within “objectionable” categories of untenable land shall be eligible for *en masse* relocation to a new liveable habitat subject to prior consent of at least eighty percent of the slum HHs.
- ◆ Subject to the provisions of the LR Act, 2017 and the notifications issued thereunder; the “objectionable” categories of untenable land will include but not limited to:
 - a. Railway land; or
 - b. Defence land; or
 - c. Any other State government land which cannot be transferred inter-departmentally to be utilised for settlement of land rights to the dwellers and creation of civic infrastructure.
 - d. Environmentally hazardous land that are not fit for human habitation and entails undue risk to the safety or health or life of the residents or habitations such as, near waste dumping sites, low lying areas, land prone to landslides, subsidence prone areas etc.as identified and declared by ULB and ratified by UASRRC as per Annexure 1 from time to time; or
 - e. Any other type of land as may be notified by the state government from time to time.

Step B

Identification of vacant habitable land in the ULB for new liveable habitat

- ◆ ULBs will undertake a vacant land survey to identify vacant lands for relocation of slums on “objectionable” categories of untenable land.
- ◆ Identification of the vacant land will entail the following criteria:
 - Tenable land based on definition under Section 2 (t) of the LR Act, 2017.
 - Land belonging to the ULBs or any Statutory Body or Corporation or any Department of the Odisha Government.
 - Proximity (bordering or adjoining) to existing residential habitations
 - The ULB will identify and mark all such vacant lands on the GIS base map, with help of satellite image and field verification and maintain a vacant land bank.
 - The land bank should capture the following aspects for the vacant land parcels:
 - Land Area and status of Encumbrance.
 - Land value of area
 - Land with existing trunk infrastructure
 - Land marked as residential zone
 - Land marked as non-residential zone

Step C

Sensitization and capacity building of the SDAs enabling community mobilization



- ◆ The ULB shall undertake capacity building of the SDA, to sensitise them about the need / compulsion of relocation and process of relocation. The SDA will be given an option to indicate their preference from minimum two plausible relocation sites.
- ◆ The SDA will be handheld by the ULB to undertake community consent focusing on understanding the problems and needs of the slum HHs, to strategize the location for relocation. A checklist for guiding the community consultation is attached as Annexure 2.

Step D

Facilitate community consent on relocation to identified site for new liveable habitat by SDA

- ◆ The relocation strategies shall be prepared following a participatory process for the chosen relocation site. For this purpose, the concerned Executive Officer (EO) and SDA along with a team detailed by the ULB, will set up a focus group discussion with the slum HHs to facilitate community consent for relocation.
- ◆ The slum can be considered for relocation subject to prior consent of at least 80 percent of slum HHs. This will allow slum settlements lying on objectionable lands to be relocated *en masse* to the new liveable habitat, thereby preventing fragmentation of their communities through partial relocation, as far as practicable.
- ◆ The SDA may pass a resolution stating that the slum has consented for relocation to New liveable habitat as per the format provided in Annexure 3 and submit to the ULB.

Step E

Participatory Design Lay-out (PDL) preparation and finalization for the new liveable habitat in consultation with SDAs



- ◆ The ULB will prepare and finalise the plotted layout of the new liveable habitat in consultation with the slum communities and SDAs, with necessary support from the State Level Technical Team.
- ◆ The amount of land identified should be commensurate with size of new liveable habitat including the number of households that need to be relocated (Approximately 1 acre of land for relocating 60 households). Further, the basic infrastructure planning should also remain commensurate with the current requirement of relocation and should not be formulated as large-scale projects for future.
- ◆ The standard size of the plot shall be 30 sqm and shall be made available free of cost for the slum dwellers. However a limited number of plots of sizes 45 sqm and 60 sqm may be provided in the New Habitat layout, depending on the need and willingness of the slum dwellers to pay for the additional amount of land. *(NOTE: As the decision for providing extra plots of sizes 45 sqm and 60 sqm is under process of approval, the final decision shall be made after the receipt of approval.)*
- ◆ If the identified land by the ULB is more than necessary, then the incidental open spaces and the excess land should be secured by the ULB from encroachment and be utilised as may be directed by the State Government from time to time.
- ◆ The design of the new liveable habitats should reflect the morphology and pattern of space usage of slum dwellers in the original slums - for example, incidental open spaces in the slums may be replicated by street life and open spaces in the planned new liveable habitats.
- ◆ The new liveable habitats shall be plotted mini-townships (individual houses with toilets connected to community septic tank, shall be constructed by slum dwellers) containing paved streets, piped water supply (in-house), street lighting, in-house electricity connection, open and community spaces, following the guiding design principles below:
 1. The plots in the new liveable habitat shall be earmarked for residential purposes only.
 2. The project scale will commensurate with the number of HHs to be relocated
 3. Open space and common social infrastructure such as Parichaya shall be placed preferably at central location to allow easy access to all the HHs.
 4. Encourage construction of common septic tanks catering to 3 to 4 individual houses for which suitable area may be demarcated. Such demarcated spaces (above the common septic tanks) can be used as open area for the public.
 5. Street will have minimum width to allow easy access of emergency services eg. ambulance etc.
- ◆ The ULB along with the SDA will facilitate the process of allotment of plot. The allotment of the plot will be undertaken through participatory decision-making process among the slum HHs to foster a feeling of ownership, commitment and responsibility for the development.

- ◆ The layout option and plot level preferences are to be collected and are to be incorporated in the preparation and finalization of the final layout, to extent applicable.
- ◆ The slum HHs will be sensitised about the provisions of the Act along with allied rules in so far as allocation of land to individual households at the New Habitats are concerned.

Step F1

To be implemented concurrently with Step F 2



SDA resolution including plot layout and list of eligible households passed

- ◆ SDA will prepare a list of slum HHs for relocation as per the format provided in Annexure 4 and will be appended with the SDA resolution. The resolution will be submitted to the concerned ULB.
- ◆ The ULB shall forward the list of slum HHs to the Urban Area Slum Redevelopment & Rehabilitation Committee (UASRRC) notified under the Odisha Land Rights to Slum Dwellers Act, 2017.
- ◆ UASRRC will direct the concerned ULB to issue Letter of Allotments (LOA) to the eligible slum HHs after ratification.

Issue Letter of Allocation (LoA) with site layout to the slum HHs

- ◆ Upon directions from the UASRRC, the Authorized Officer of the concerned ULB may issue Letter of Allotments (LOA) for the slum HHs eligible to be relocated as per Annexure 5.
- ◆ The LOA does not guarantee an LRC to the slum HH. LOA is valid only till LRC is issued. However, the grant of LRC, will be subject to the fulfilment of eligibility criteria in accordance with the provisions of the Act, allied Rules and relevant guidelines/ notifications/ SOPs issued by the Government from time to time

Public proclamation inviting objections and suggestions for finalising the list for LRC

- ◆ After the premiums due by the households not belonging to EWS category or otherwise are deposited, a public notice will be issued displaying the draft list of HHs identified for LRC, inviting objections and suggestion, if any, within a period of 15 days, by the ULB. The same shall be displayed at the slum, ward office and ULB office.
- ◆ Suitable actions shall be taken by the ULB to address the objections received and if necessary, the list will be re-examined in the light of objections received. Similarly, suggestions may be incorporated, if required.
- ◆ Upon redressing of the objections and incorporating the suggestions, if any, the final list along with necessary enclosures as per Annexure 6 will be submitted to UASRRC by the concerned ULB for approval.

Demarcating and numbering of plots for allocation at new liveable habitat

- ◆ Upon approval from UASRRC, demarcating plots and assigning unique plot numbers at the site for new liveable habitation shall be done under the supervision of the concerned Executive Officer (EO) or any other official as designated by the EO on behalf of the ULB, along with the SDAs.
- ◆ Based on the final list of eligible HH for relocation to the new liveable habitat, unique numbers will be assigned to the plots.
- ◆ Such numbers will be used for the purpose of allocating the plots to the concerned HHs and shall be mentioned in the LRC.
- ◆ A map with suitable scale shall be prepared interpolating the individual plot boundaries inscribing the numbers allotted to each of the plots to be preserved in the ULBs for all future references.

Distribution of LRC to the slum HHs

- ◆ The Authorized Officer approves the settlement for the listed eligible Slum HHs, and issues the Certificate of Land Rights (LRC) subject to surrendering of the LoA, based on the allotted plot numbers.

Step F1

To be implemented concurrently with Step F2

Encourage slum HHs to apply for available housing subsidy and start house construction

- ◆ The individual houses shall be constructed by slum dwellers themselves on the allocated plots in the new liveable habitat with financial support from available housing subsidies, if any.
- ◆ Houses constructed by the individual slum HHs should mandatorily have individual toilet connected to a septic tank, in-house water supply connection and electricity.

Step F2

To be implemented concurrently with Step F1



Under take physical survey of the sites for creating infrastructure in the new liveable habitat

Laying/ extending basic infrastructure in the new liveable habitation sites

- ◆ The ULB shall undertake a survey of the vacant site to ascertain the infrastructure requirements and feasibility of laying such infrastructures, for the purpose of preparing the site for new liveable habitat.
- ◆ The survey will entail the following:
 - topographic survey of the entire site to mark the height, depth, size and location of any manmade or natural features on a given parcel of land.
 - Mapping the trunk infrastructure and the site boundary.
 - Mapping the contour, slope of the site and ground condition including soil type, water table, etc.
- ◆ The plots will be demarcated at the new site as per the Participatory design of layout facilitated by SDAs at Step D, for the purpose of issuing LRC to the slum HHs.
- ◆ The site development for the new liveable habitat shall be executed under the supervision of the respective Executive Officer or any other official as designated by the EO on behalf of the ULB.
- ◆ The site development should be based on the basic design standard for the new liveable habitat. Each new liveable habitat should have access to basic infrastructure like well laid out streets, open spaces, access to "Parichaya" centres, piped water supply, waste water disposal and street lighting, within every site. A DPR may be prepared at this stage by the ULB, if required.
- ◆ The SDA of the slum to be relocated, will be the Implementing Partner (IP) for laying or extending basic services in the new liveable habitation sites. The details of the modalities of involvement of IP will be shared by State Government from time to time.
- ◆ The concerned Executive Officer or any other official as designated by the EO on behalf of the ULB, shall ensure the completion of the site development project.
- ◆ Apart from piped water supply (under PHEO) and electricity supply, all other verticals shall be handled directly by the ULBs and provision of water supply and electricity will be coordinated and facilitated by the ULB.

<p>Step G</p> <p>Initiate the process of relocation to the new liveable habitat</p>	<ul style="list-style-type: none"> ◆ ULB in partnership with the SDAs, will facilitate the process of relocation of the slum HHs to the new liveable habitat, within a stipulated period, as may be notified by the government from time to time. 				
<p>Step H1</p> <p>Repossession of vacated land</p>	<ul style="list-style-type: none"> ◆ State Government/ ULB shall repossess the vacated land, which was earlier inhabited by the slum dwellers. The ULB may intimate the rightful owner of the land about the relocation and request them to take necessary actions as per the format attached at Annexure 7; failing which, the ULB may try to put the site to use for the purpose of playground, till such times when the land is required to be used for some other public purpose. ◆ However, if ULB is the custodian of the land, it may utilise the land for any public purpose in accordance with the LR Act 2017. 				
<p>Step H2</p> <p>To be implemented concurrently with Step H1</p>	<table border="1"> <tr> <td data-bbox="452 756 755 1050"> <p>Naming of the new liveable habitat</p> </td> <td data-bbox="755 756 1663 1050"> <ul style="list-style-type: none"> ◆ Upon formal relocation of the slum HHs, the SDA may seek to name the new liveable habitat via resolution as per Annexure 8. ◆ The ULB shall take the following actions: <ul style="list-style-type: none"> □ Make necessary corrections in their records □ Get the change of name suitably published in the local media □ Intimation to the Postal authorities informing the changes. </td> </tr> <tr> <td data-bbox="452 1050 755 1200"> <p>Formation of RWA</p> </td> <td data-bbox="755 1050 1663 1200"> <ul style="list-style-type: none"> ◆ Upon naming of the new liveable habitat, the SDA may pass a resolution converting SDA into a Resident Welfare Association (RWA) with intimation to the ULB, as per Annexure 9. </td> </tr> </table>	<p>Naming of the new liveable habitat</p>	<ul style="list-style-type: none"> ◆ Upon formal relocation of the slum HHs, the SDA may seek to name the new liveable habitat via resolution as per Annexure 8. ◆ The ULB shall take the following actions: <ul style="list-style-type: none"> □ Make necessary corrections in their records □ Get the change of name suitably published in the local media □ Intimation to the Postal authorities informing the changes. 	<p>Formation of RWA</p>	<ul style="list-style-type: none"> ◆ Upon naming of the new liveable habitat, the SDA may pass a resolution converting SDA into a Resident Welfare Association (RWA) with intimation to the ULB, as per Annexure 9.
<p>Naming of the new liveable habitat</p>	<ul style="list-style-type: none"> ◆ Upon formal relocation of the slum HHs, the SDA may seek to name the new liveable habitat via resolution as per Annexure 8. ◆ The ULB shall take the following actions: <ul style="list-style-type: none"> □ Make necessary corrections in their records □ Get the change of name suitably published in the local media □ Intimation to the Postal authorities informing the changes. 				
<p>Formation of RWA</p>	<ul style="list-style-type: none"> ◆ Upon naming of the new liveable habitat, the SDA may pass a resolution converting SDA into a Resident Welfare Association (RWA) with intimation to the ULB, as per Annexure 9. 				



ANNEXURES

ANNEXURE 1

_____ MUNICIPALITY/ NAC, _____ (DISTRICT)

Letter No. _____

Date: _____

PROPOSAL FOR DECLARING LAND UNDER ENVIRONMENTALLY HAZARDOUS CATEGORY

1. Slum Name: _____
2. Ward No: _____
3. Geo coordinates: _____
4. Number of Households: _____
5. Type of land under environmentally hazardous category: _____

Sl No.	Type of land	Tick (✓)	Reason for
1	Flood plain		
2	Prone to landslide		
3	High risk of cyclone		
4	Land on mining site		
5	Wet lands		
6	Beside major drain		
7	Areas prone to waterlogging/ flooding		
8	Near landfill site		
9	Others (specify) _____		

The ULB on discussion with the SDA is proposing that the land is not suitable for human habitation and therefore may be classified as environmentally hazardous land.

Further, in such conditions the land may be categorised as “objectionable” and the entire slum may be taken up for relocation to the new habitat.

By Executive Officer (EO)

(Seal)

_____ Municipality/ NAC

Ratification by UASRRC

Observation:

Approved /Not Approved:

Signature:

ANNEXURE 2

CHECKLIST FOR GUIDING THE COMMUNITY CONSULTATION FOR CONSENSUS

1. OBJECTIVE

The process of relocation to New Habitat is a participatory process and consent of at least 80% of the slum HHs will be necessary to undertake the relocation. In such scenario, the SDA along with the ULB will undertake a community consultation through Focus Group Discussion. The consultation should have representation from indigenous group of people, minorities, women, children, etc. The objective of the community consultation is two fold:

1. Consensus building among the slum HHs for relocation
2. Understand the need of the community to design the new habitat as a mini township

2. AWARENESS GENERATION

While undertaking the consensus building process the SDA should ensure the community is made aware of the following:

1. Reasons for relocation.
2. Benefits of relocation.
3. Facilities to be provided at the new habitat
4. The probable sites for new habitat
5. Planning and implementation processes relating to the concerned relocation.
6. Area of land to be allocated and the premiums to be paid, if any.
7. Housing schemes for applying the subsidy for construction of individual houses.
8. Benefits of getting land rights, especially as a proof for residence and for eligibility for other government schemes
9. Eligibility for getting land rights
10. Provisions for Economically Weaker Section (EWS) category, such as limit for free land, houses, etc.

11. Activities and studies to be carried out in preparing the relocations program, the objective of each activity, the type of information to be compiled and its purpose, along with the probable timeline

12. The role & responsibility of SDA and community in the entire process

3. PARTICIPATORY AND PARTNERSHIP COMMUNITY NEEDS ASSESSMENT

For the purpose of strategizing the relocation and designing the plotted layout of the new liveable habitat the SDA should also focus on understanding the needs of the community. The SDA should try to understand:

1. The challenges and issues of the community.
2. The attitude towards relocation
3. Cultural and social aspects of the community including the following but not limited to:
 - a. Religion (practices, sacred sites, cemeteries)
 - b. Livestock and other domestic animals
 - c. Satisfaction with spatial location access to place of work, school, health facilities, markets, etc.
4. Economic activity of the community
 - a. HHs involved in different types of occupations
 - b. Home based livelihood generating activities
 - c. Use of vehicles, carts, etc. for occupational purposes
 - d. Common space for livelihood activities

ANNEXURE 3

PROCEEDINGS OF THE MEETING OF THE EXECUTIVE COMMITTEE TO OBTAIN CONSENT FOR RELOCATION

____ (Slum name) Slum Dwellers Association, Ward No: __ under _____ Municipality/NAC for consenting for the relocation of the ____ (slum name) to a new liveable habitat.

Date & Time: _____; ____ AM/PM

Place: _____

A meeting was organised under the Chairpersonship of Ms. /Mr. _____ to discuss relocation of ____ (slum name) Slum Dwellers Association, Ward No: ____ under _____ Municipality/NAC. The list of members present in the meeting with their signatures/thumb impressions is attached. The following points were discussed and resolution was passed:

Resolution: ____/____2020

Understanding the untenability of the land and the need for relocation, the members present discussed and expressed their consent that the ____ (slum name) should be en masse relocated to a New liveable habitat. __ percent of the members of the eligible slum HHs through their representatives have expressed their consent for relocation to the new liveable habitat; Plot number __; Khata No. __, total area of plot as per Record of Rights.

We, all members hereby agree to the above decision.

Enclosed: Photos and attendance sheet from FGD.

List and Signature of members in the meeting

S. No.	Name of Member	Designation	Signature/Thumb impression
		President	
		Secretary	
		Treasurer	
		Member	
		Member	
		Member	
		Member	
		Member	

ANNEXURE 4

PROCEEDINGS OF THE MEETING OF THE EXECUTIVE COMMITTEE FOR LISTING THE ELIGIBLE HHS FOR LOA

_____ (Slum name) Slum Dwellers Association, Ward No: ___ under _____ Municipality/NAC for consenting for the listing the eligible HHs for LOA in the New Liveable Habitat.

Date & Time: _____; ___ AM/PM

Place: _____

A meeting was organised under the Chairpersonship of Ms. /Mr. to discuss relocation of _____ (slum name) Slum Dwellers Association, Ward No: ___ under _____ Municipality/NAC. The list of members present in the meeting with their signatures/thumb impressions is attached. The following points were discussed and resolution was passed:

Resolution: ___/___2020

After assessing the validity and eligibility of the Slum HHs, the members present discussed and prepared the list of eligible Slum HHs for allocation of LOA (enclosed) in the proposed new liveable habitat (plot layout enclosed with Plot number __; Khata No. ____, total area of plot as per Record of Rights). The members of the eligible slum HHs have expressed their consent for relocation to the new liveable habitat.

We, all members hereby agree to the above decision.

List and Signature of members in the meeting

S. No.	Name of Member	Designation	Signature/Thumb impression
		President	
		Secretary	
		Treasurer	
		Member	
		Member	
		Member	
		Member	
		Member	

LIST OF ELIGIBLE HHS FOR LOA

S. No.	House No. (in the slum)	Name of Beneficiary	Name of the spouse of Beneficiary	Occupied Area (sq. ft)	Area to be allotted in New Habitat (as per the LR Act)	Payment due towards cost of land	Remarks

Note: In case of single member family only name of beneficiary may be mentioned

ANNEXURE 5

LOA No. ____/202_

LETTER OF ALLOTMENT

This is to notify that (name of the beneficiaries) r/o is eligible to be given Land Rights Certificate for stipulated land area as per the LR Act and allied Rules.

The Government of Odisha intends to allot (plot area) sq. meters with (plot no.) located at based on the criteria laid down as per the LR Act, Allied Rules and the notifications as issued by the Government from time to time.

The LRC will be issued to (name of the beneficiaries) on surrender of LOA as in accordance with the provisions of the LR Act, allied Rules and notifications as issued by the Government from time to time.

Date

Authorized Officer

Note:

1. This LOA is not an assurance for grant of LRC. LRC is subject to the fulfilment of the conditions as per the LR Act and allied Rules.
2. LRC will be issued only at the surrender of LOA.
3. This LOA cannot be used to raise any loan from any financial institution.

ANNEXURE 6

FINAL LIST OF HHs FOR GRANTING LRC

S. No.	House No. (in the slum)	Beneficiary Name	Name of the spouse of Beneficiary	LOA No.	Occupied Area (sq.ft)	Area to be allotted in New Habitat (as per the LR Act)	Payment towards cost of land	Amount paid towards cost of land	Invoice No.	LRC No. (to be filled up only after public notice is done)	Remarks

President, SDA

Secretary, SDA

Treasurer, SDA

Date:

A copy to:

- a) to concerned ULB
- b) to concerned UASRRC

ANNEXURE 7

To,

 Ministry of Railways,
 Government of India

SUBJECT: Intimation for Repossession of the _____ (area name)

Dear Sir/ Ma'am,

_____ (slum name) situated over the schedule of land given below has been vacated. The _____ (concerned department/ministry) is hereby intimated to repossess the vacated land at the earliest.

LAND SCHEDULE

Sl.no.	Name of the Mouza	Khata No.	Plot No.	Extent of land recorded in Record of Rights (in Ac.)	Extent of land vacated (in Ac.)
1					
2					
Total					

The _____ Municipality/ NAC shall not be responsible for illegal reoccupation or use, if any. The _____ (concerned department/ministry) shall be liable to bear the cost of any further relocation/ rehabilitation, which might be required to vacate the land in future.

Regards

By Executive Officer (EO)



_____ Municipality/ NAC

Date:

ANNEXURE 8

PROCEEDINGS OF THE MEETING OF THE EXECUTIVE COMMITTEE FOR NAMING THE NEW HABITAT

_____ (Slum name) Resident Welfare Association, Ward No: ___ under _____ Municipality/NAC for proposing the naming of area with geo-coordinates _____.

Date & Time: _____; ___ AM/PM

Place: _____

A meeting was organised under the Chairpersonship of Ms. /Mr. _____ to discuss the proposal for naming of new liveable habitat, earlier known as _____ to _____ in Ward No: ___ under _____ Municipality/NAC. The list of members present in the meeting with their signatures/thumb impressions is attached. The following points were discussed and resolution was passed:

Resolution: ___/___ 2020

Pursuant to the relocation to new liveable habitat, the members present discussed and resolved that the name of the new liveable habitat with Plot number __; Khata No. ____, total area of plot as per Record of Rights will be identified under the name of _____.

We, all members hereby agree to the above decision.

List and Signature of members in the meeting

S. No.	Name of Member	Designation	Signature/Thumb impression
		President	
		Secretary	
		Treasurer	
		Member	
		Member	

Copy for kind information and necessary action, submitted to:

1. Municipality/NAC
2. Postal Department
3. Revenue Department
4. District Town and Country Planning and
5. Concerned Urban Improvement Trust/ Urban Development Authority

ANNEXURE 9

PROCEEDINGS OF THE MEETING OF THE EXECUTIVE COMMITTEE FOR CONVERTING SLUM DWELLERS ASSOCIATION (SDA) INTO RESIDENT WELFARE ASSOCIATION (RWA)

____ (Slum name) Slum Dwellers Association, Ward No: ____ under _____
Municipality/NAC for proposing the conversion of the ____ (slum name) SDA into
____ RWA.

Date & Time: ____; ____ AM/PM

Place: _____

A meeting was organised under the Chairpersonship of Ms. /Mr.
to discuss the proposal for change of name of ____ (slum name) Slum Dwellers
Association to ____ Resident Welfare Association on the relocation to new liveable
habitat situated over the land described in the schedule of land given below:

LAND SCHEDULE

Sl.no.	Name of the Mouza	Khata No.	Plot No.	Extent of land recorded in Record of Rights (in Ac.)	Extent of land vacated (in Ac.)
1					
2					
Total					

The list of members present in the meeting with their signatures/thumb impressions is attached. The following points were discussed and resolution was passed:

Resolution: ____/____ 2020

Pursuant to the relocation of the Slum HHs of erstwhile _____ (slum name), the members present discussed and resolved that the ____ (slum name) SDA should be converted to ____ RWA.

We, all members hereby agree to the above decision.

List and Signature of members in the meeting

S. No.	Name of Member	Designation	Signature/ Thumb impression
		President	
		Secretary	
		Treasurer	
		Member	
		Member	
		Member	
		Member	
		Member	



କାରା ମିଶନ
ସାମାଜିକ ସେବା ପାଇଁ ସର୍ବୋତ୍ତମ ଚର୍ଚ୍ଚା
ବୃତ୍ତିତର ଉନ୍ନତିକରଣ ପାଇଁ
ନିଜ ସମ୍ପଦ ଉପରେ ଚିତ୍ତ ଦେବା
ସେବା ମାଧ୍ୟମରେ ମିଳନ, ଉପକରଣ

Vodafone
SuperNet

