



CIRCULAR

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Outsourced Work Inspectors in INDIRAMMA housing Duties and responsibilities

With a view to efficiently implement the prestigious INDIRAMMA housing programme, we have asked the Zilla Mahila Samakhya to identify and send qualified candidates for working as the work inspectors in the programme. You were identified and sent to work in the programme on an outsourcing basis.

Your continuation in the programme is dependent on doing your work diligently and serving the people with integrity and without any complaints. If any of you fail to follow this job chart, your services will be summarily dispensed with.

Your basic duties:

1. Get to know all the beneficiaries under you – personally. For this purpose, immediately go to the village and introduce your self to the beneficiaries. Assure them that you will give all the help possible to complete their houses without delay. Your continuance in the programme depends on what the beneficiaries think of you and your work.
2. You should know the stage-wise schedule of payments by heart and also inform all the beneficiaries what they are entitled as per this schedule.
3. You represent the Government in the programme. Your good conduct is of utmost importance. Any misdeed on your part – like asking for cuts/percentages in the bills or delaying paying of bills - will tarnish the image of government in the eyes of people. If anyone resorts to such acts, he will be removed summarily.
4. If anyone is harassing you for money or forcing you to do anything irregular, you must complain to the Phone Number: 97014-51001. Your identity will be kept secret and action will be taken on the culprits. Never become part of any corrupt practices.
5. You will be given a fixed tour programme to visit every habitation in your jurisdiction every week – on a fixed day. You will have to visit that village as per the fixed programme without fail. Any failure to go to the village will be considered as a serious failure.
6. Maintain the Form 30 register for every habitation in the given Format and take acquittances of the beneficiaries for the cement and payment given. The Register shall be kept in completely updated manner. Failure to do this will have serious consequences.

Your role in Payment – Step I

Your main role is to ensure that **payment is made as per the schedule to the house within 7 days from the date of crossing of the stage**. No delay in this would be tolerated. Under this, you have to play a crucial role, which is given in the following 3 stages:

7. Weekly visit to village: Your programme shall be notified to all the INDIRAMMA beneficiaries by a pamphlet with a request to come forward to the meeting in a central location in the habitation. This weekly beneficiaries meeting in the habitation shall be attended by the VO, Gram Panchayat Ward Member if available in the habitation and the INDIRAMMA Committee member if available in the habitation. During this meeting the beneficiaries should bring to your notice, if they have crossed a particular stage and become eligible for payment. The Outsourced Work Inspector should make a note and visit such houses then and there. All unpaid bills for houses which have already crossed a stage should also be discussed in this meeting. The list of beneficiaries who are entitled for payments is to be prepared in the enclosed **recommendation format**.

Your role in Payment – step II

8. After this, the recommendation format should be sent to MHO on the very same day soon after your return to headquarters for verification and recommendation. If MHO wants you to accompany, pl do this.
9. If for any reason, MHO was not able to visit/inspect within 72 hours, inform the AE/MIC to inspect and give recommendation.

Your role in Payment – step III

10. As and when the amount is credited in the account of the beneficiaries, you should inform the beneficiaries through any available phone so that they can come to the bank and draw the money.

You are given a golden opportunity to serve the people in building up a permanent asset. Use this opportunity to get a good name for the Government and yourself.

As you leave the training programme, please ensure that you collect your posting orders and clarify all doubts in the matter.

Sd/-
Managing Director
AP State Housing Corporation

To
All the Outsourced Work Inspectors in the state
All the SEs I/c./GMs I/c.(Housing) in the state
Copy to all senior officers in Head Office
Copy to all the Task Force Officers