

No. N-11025/21/2016-LSG  
Government of India  
Ministry of Urban Development  
LSG Division

Nirman Bhawan, New Delhi.  
Dated 24<sup>th</sup> June 2016

To

The Principal Secretary / Secretary  
Urban Development Department  
All State & UT Governments

**Subject: District Level Advisory and Monitoring Committee (DLAMC) for  
Urban Development - Guidelines**

Madam / Sir,

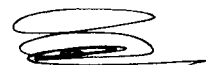
The undersigned is directed to forward herewith Guidelines for setting up a common District Level Advisory and Monitoring Committee (DLAMC) for Urban Development under the chairpersonship of an elected representative as per order of warrant of precedence. The DLAMC shall oversee, review and monitor the programmes of the Ministry of Urban Development and Ministry of HUPA as under:

- a) Swachh Bharat Mission (Urban)
- b) Atal Mission for Rejuvenation and Urban Transformation (AMRUT)
- c) Heritage City Development and Augmentation Yojana (HRIDAY)
- d) Pradhan Mantri Awas Yojana (PMAY)-Housing for All (Urban)
- e) Deendayal Antyodaya Yojana-National Urban Livelihood Mission (NULM)

These Guidelines will supersede and subsume the relevant provisions of respective program / mission guidelines with respect to similar committees proposed by them. There will be no separate requirement to constitute similar independent committees under them.

It is requested to issue formal orders for constitution and functioning of DLAMCs as per the enclosed Guidelines, under intimation to this Ministry. The Guidelines can be accessed at [moud.gov.in](http://moud.gov.in)

Yours faithfully,



(Sunil Kumar Pal)

Under Secretary to the Government of India

Telefax: 23061072

Email: [uslsg-mud@gov.in](mailto:uslsg-mud@gov.in)

Encl: As above

**Guidelines for  
District Level Advisory and Monitoring Committee  
For Urban Development**

**1. Background**

A National Conclave was held with the Ministers of Housing and Urban Development during 2014 and a National Declaration was adopted. The spirit of the National Declaration was to make municipal functioning more transparent and the functionaries more accountable. Government has designed and launched a number of mission mode programs for creating urban infrastructure and improving service levels while focusing on capacity building, reform implementation and improving governance.

The role of elected representatives is crucial and their constant involvement and guidance to the programs is essential for successfully delivering the desired outcomes in an inclusive and sustainable manner. Accordingly, Ministry of Urban Development and Ministry of Housing and Poverty Alleviation have decided to set up a District Level Advisory and Monitoring Committee (DLAMC) for Urban Development.

**2. Scope and Jurisdiction**

The District Level Advisory and Monitoring Committees (DLAMC) for Urban Development will review and monitor the following programs:

- a) Swachh Bharat Mission (Urban)
- b) Atal Mission for Rejuvenation and Urban Transformation (AMRUT)
- c) Heritage City Development and Augmentation Yojana (HRIDAY)
- d) Pradhan Mantri Awas Yojana (PMAY)-Housing for All (Urban)
- e) Deendayal Antyodaya Yojana-National Urban Livelihood Mission (NULM)

These guidelines will supersede and subsume the relevant provisions of respective program/mission guidelines with respect to similar committees proposed by them. There will be no separate requirement to constitute similar independent committees under them.

**3. Objectives**

The District Level Advisory and Monitoring Committees (DLAMC) is constituted with a view to fulfill the following objectives:-

- a) Oversee, review and monitor Ministry's schemes, programs and Missions.
- b) Provide an enabling framework by facilitating for coordination between center-state and implementing agencies for smooth and effective implementation.
- c) Facilitating coordination among various agencies.
- d) Promoting citizen engagement and participation.
- e) Recommend mid-course correction in the implementation tools.

#### **4. Composition**

##### **a) Chairperson:**

Nomination of the Chairperson of the District Level Advisory and Monitoring Committees (DLAMC) would be done by the State Government/ UT Administration based on the criteria given in para 5 of these guidelines.

##### **b) Co-Chairperson (Lok Sabha):**

All Elected Members of Parliament (Lok Sabha) of the District having full or part of one or more of an Urban local Body (ULB) of the district falling in their constituency, to be designated as Co-Chairperson.

##### **c) Co-Chairperson (Rajya Sabha):**

Each Member of Parliament (Rajya Sabha) representing the State may exercise the option to be associated with any one District Level Advisory and Monitoring Committees (DLAMC) of choice as Co-Chairperson.

##### **d) Member-Secretary**

Member Secretary of the District Level Advisory and Monitoring Committees (DLAMC) would be the District Collector/ District Magistrate / Deputy Commissioner. However, in case of metropolitan cities (population of more than 40 Lakhs as per census 2011) the Municipal commissioner shall be the Member Secretary.

##### **e) Ex-Officio Members:**

- i. All elected member of State legislative Assembly from the district having full or part of one or more of an Urban local Body (ULB) of the district falling in their constituency
- ii. Mayors and Chairpersons of all Urban Local Bodies of the District
- iii. Chairperson of Urban Development Authority of the District
- iv. Commissioner/Chief Executive Officers of all ULBs of the District
- v. Chief Executive officer of Urban Development Authority of the District
- vi. Representative of Urban Development Department of the State Government
- vii. District in charge senior-most official of Department of Public Health Engineering
- viii. District in charge senior most official of para-statal like water board, sewerage board, etc

##### **f) Nominated Members:**

The Chairperson of committee shall recommend names of suitable eminent persons to be member of the committee for a term of two years, from the date of issue of order of nomination, for the following categories:

- a) An eminent person of the district from social or public fields having special knowledge or experience of urban development.

- b) An eminent person/office bearer of a civil society organisation working in the district in the field of urban development.
- c) An eminent person in the senior citizen category (above the age of 60 years).

Provided that,

At least one of the above persons shall be a woman and;

At least one of the above persons shall be from either a scheduled caste or a scheduled tribe.

The recommendation in the above category of the above nominee shall be made by the chairperson in writing, with a brief bio data and consent of the nominee, to the member secretary, who will issue necessary orders after a police verification conducted as per procedure.

5. Nomination of the Chairperson of the District Level Advisory and Monitoring Committees (DLAMC) would be done by the State Government / UT Administration based on the following criteria: -

- (i) Senior most Elected Public Representative in the District as per the order of warrant of precedence may chair the District Level Advisory and Monitoring Committee (DLAMC) meeting.
- (ii) If there are two senior most members of the same status, the Member who is representing maximum geographical area / assembly segments of the District as a part of his / her constituency should be nominated the Chairperson and other Member(s) should be nominated as the Co-Chairperson.
- (iii) Where there is only one Member of Lok Sabha in a District and he/she is representing more than one District, he/she may be nominated as Chairperson in all Districts which he/ she is representing.
- (iv) If the district has more than one Parliament constituency (Lok Sabha) as its segments and the senior-most Member of Parliament (Lok Sabha) is made Chairperson of the Committee in some other district, the next senior-most Member of Parliament (Lok Sabha) shall be the Chairperson.
- (v) The other Members of Parliament (Lok Sabha) representing the district shall be designated as Co- Chairperson.
- (vi) In absence of the designated Chairperson, Co- Chairperson (if any), with consensus among the Co-Chairperson present, would preside over the meeting. If no Chairperson /Co- Chairperson is present in a particular meeting, the members who are present shall elect a Chairperson from among themselves to preside over that meeting.

## 6. Terms of Reference

The broad terms of reference of the committee will be as under:

- (i) To review and monitor progress under the schemes and programs of Ministry of Urban Development and Ministry of Housing and Poverty Alleviation.
- (ii) To review improvements in service level indicators of each ULB of the district.
- (iii) Promote inter-sectoral convergence of resources for projects.
- (iv) Review Progress of reform implementation with special focus on e-governance and ease of doing business regarding construction permits.
- (v) Advise state/central government regarding bottlenecks in implementation.
- (vi) To suggest approaches for effective citizen engagement.

The committee may undertake site visits, with due prior notice, to project areas and to meet the beneficiaries to assess the impact and progress of the schemes. The Committee will advise and monitor the following Missions/Programmes with special reference as under:-

### A. Swachh Bharat Mission (SBM)

Overarching goal of Mission to improve health and hygiene of people in both urban and rural areas of the country. The committee to see that the beneficiaries are properly selected, manual scavenging is eliminated and scientific disposal of both solid and liquid waste is done in cities. Citizen participation is effective and the objective of complete open defecation free city is achieved and sustained as planned.

### B. Atal Mission for Rejuvenation and Urban Transformation (AMRUT)

The Service Level Improvement Plan (SLIP) of the ULB to be reviewed with respect to the basic services of Water Supply, Sewerage and Septage, Storm water drainage, Urban greens etc. The real outcomes of projects undertaken to be reviewed. The reform mandate of AMRUT to be reviewed with respect of annual milestones and achievements.

### C. Heritage City Development and Augmentation Yojana (HRIDAY)

Ensure that physical and financial progress is under ambit of scheme and format are prepared and MIS is maintained. Local skill development of artisans occur under the programme. To observe that Memorandum of Agreements (MoU) are properly done. In case required mid-level course corrections are suggested for the ongoing works under the scheme.

**D. Pradhan Mantri Awas Yojana- Housing for All (Urban)**

To review and monitor that intended beneficiaries (economically weaker sections) get advantage of this scheme. The necessary NBC and other relevant BIS codes are followed during construction. To monitor that the disbursement of subsidies to beneficiaries is done in time and suggest improvements. To review the district plan in order to achieve the goal of Housing for all. The result of demand assessment, draft HFAPoA and draft AIP should be discussed / review during the DLAMC meetings.

**E. Deendayal Antyodaya Yojana - National Urban Livelihood Mission (NULM)**

To review and monitor that intended beneficiaries get advantage of the Scheme such as skill training, self-employment and SHG-Bank linkage. Also, review and monitor the disbursement of bank loans to beneficiaries for self-employment and self-help groups. To review the need for urban homeless shelters and monitor the progress/ functioning of sanctioned shelters. To review and monitor the progress of actions taken for livelihood promotion of urban street vendors.

**Procedural Matters:**

7. The meeting of the District Level Advisory and Monitoring Committees (DLAMC) will be held at least once in every three months. A minimum notice period of 7 days must be given in order to effectively communicate to all Members. There shall be no quorum requirement.

8. Member-Secretary shall convene the meeting after discussion regarding agenda and a convenient date with the Chairperson. In case the Chairperson is pre-occupied, the Member-Secretary, in consultation with Chairperson, shall convene the meeting. In absence of the designated Chairperson, Co-Chairperson (if any), with consensus among the Co-Chairperson present, would preside over the meeting. If no Chairperson /Co- Chairperson is present in a particular meeting, the members who are present shall elect a Chairperson from among themselves to preside over that meeting.

9. The expenditure on incurring the meeting of the District Level Advisory and Monitoring Committees (DLAMC) will be as per the directions of State Government. For this purpose, A & O E expenditure of AMRUT Mission may be used as per State Government Rules. No expenditure would be allowed on setting up the office or for purchase of office items for servicing this committee.

10. No daily allowance or travelling allowance would be allowed to any Member for participating in this meeting.

11. The minutes of the committee meetings will be duly issued and uploaded on each ULB's website. Action taken report of the previous meeting must be presented in each meeting. The minutes and ATR shall be sent to state government for reporting and monitoring purposes.

**12. Role of State Government:**

The state government will issue suitable directions to ensure that regular meetings of all district level committees are held and appropriate action is taken on the recommendations of the committee. Directions shall be issued by state government to all government officers who are members of the committee to regularly participate in the meetings.

The action taken reports prepared by each district committee to be submitted to state government for information and necessary action.

State government will submit a consolidated report to Ministry of Urban Development or Ministry of Housing and Urban Poverty Alleviation every year regarding functioning of the district committees, highlighting any issue of significance which may be brought to the notice of Ministry of Urban Development or Ministry of Housing and Urban Poverty Alleviation.

State government may also issue any further directions required for smooth functioning of these committees.

13. Mission Director, AMRUT, Ministry of Urban Development, shall be the nodal person at GOI level to coordinate the efficient functioning of DLAMC. Ministry of HUPA shall also designate a suitable officer to be co-nodal officer with regard to its schemes.

14. Mission Director, AMRUT, State/UT government shall be the nodal person at state/UT level to coordinate the efficient functioning and reporting of DLAMC.

June 2016

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