

Government of India
Ministry of Housing & Urban Poverty Alleviation

Guidelines for
Urban Statistics for HR and Assessments (USHA)

(A Central Sector Scheme for National Resource Centre on Data base, MIS, Surveys, Monitoring, Impact Assessment, Action Research & Capacity Building relating to Urban Poverty, Slums, Housing, Building Construction and other Urban Statistics)

Introduction

The National Buildings Organization (NBO) has been functioning as an apex organization in the country for collection, tabulation and dissemination of statistical information on housing and building construction activities. Having regard to the changing requirements under various socio-economic and statistical functions connected with housing, construction, slum development, urban poverty alleviation and related activities, and also to ensure that the schemes of the Ministry of Housing & Urban Poverty Alleviation (MoHUPA) are supported with appropriate database, MIS and knowledge inputs, the National Building Organization was restructured in March 2006. The restructuring has assumed special significance in the context of the Jawaharlal Nehru National Urban Renewal Mission (JNNURM), launched on 3rd December 2005. JNNURM is the single largest initiative ever launched in the country to address the issues of urban infrastructure and basic services to the urban poor. The Mission will be implemented over a period of 7 years (2005-2012). The Government of India has committed Additional Central Assistance to States to the tune of Rs.50,000 Crore. The National Building Organisation is designated by MoHUPA as the nodal agency for coordination of appraisal, sanction, monitoring and review of projects under Basic Services to the Urban Poor (BSUP) and Integrated Housing & Slum Development Programme (IHSDP) components of JNNURM

The mandate of the restructured National Building Organization is envisaged to be follows:

- To act as a national resource centre and repository on urban poverty, slums, housing, building construction and related statistics, networked with similar resource centres at State and Urban Local Body levels and internationally;
- To collect, collate, validate, analyse, disseminate and publish building construction, housing and other related statistics and statistical reports from time to time;

- To bring out compendiums on urban poverty, slums, housing and build construction statistics and applied research publications analysing statistical data gathered from various sources such as the Census, NSSO etc;
- To create and manage a fully computerized data centre equipped with appropriate systems and e-governance tools to store, manage, retrieve and disseminated urban data as and when needed for policies and programmes;
- To conduct regular short-term sample surveys/field studies in various pockets of the country to study the impacts of plan schemes being run by the Ministry of Housing & Urban Poverty Alleviation and other Ministries and to gather primary data as needed;
- To undertake socio-economic research relating to design, formulation, implementation, monitoring, review and impact evaluation of policies, plans, programmes and projects covering areas such as slum development/upgradation, affordable housing and basic services to the urban poor;
- To develop a documentation centre relating to urban poverty, slums, housing, building construction, and related urban statistics which can function as a repository of urban resources, including best practices and innovations;
- To organize capacity building/training programmes for the officers and staff of Government of India, State Governments and Urban Local Bodies engaged in collection and dissemination of urban poverty, slums, housing, building construction, and related urban statistics;
- To coordinate and collaborate with State Governments/Municipal Authorities/Research & Training Institutions/Statistical Institute/International Organisations as nodal agency catering to data and MIS needs of urban policy-makers, planners and researchers in areas relating to urban poverty, slums, housing etc;

Imperatives of JNNURM

JNNURM comprises two broad segments, namely (i) the Sub-Mission on Urban Infrastructure and Governance and (ii) the Sub-Mission on Basic Services to the Urban Poor (BSUP) covering 63 identified mega, metro, capital and cities of heritage and historical importance. The other cities and towns in the country are covered under the Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT) and Integrated Housing and Slum Development

Programme (IHSDP). The Ministry of Housing & Urban Poverty Alleviation (MoHUPA) is the nodal Ministry for BSUP and IHSDP which cater to housing and basic amenities for the urban poor, especially slum dwellers.

The Basic Services to the Urban Poor (BSUP) and Integrated Housing & Slum Development Programme (IHSDP) aim at the integrated provision of the following basic amenities and services to the urban poor and slum-dwellers:

- Security of tenure at affordable prices;
- Improved housing;
- Water supply;
- Sanitation;
- Education;
- Health; and
- Social security.

Education, health and social security are to be provided through convergence of existing universal services of the Government. Care should be taken to see that the urban poor are provided housing near their place of occupation. Securing effective linkages between asset creation and asset management is a must to ensure optimal outcomes from the use of JNNURM and other resources.

JNNURM aims at achieving the following outcomes at the end of the Mission period by the Urban Local Bodies:

- Modern and transparent budgeting, accounting, financial management systems, designed and adopted for all urban services and governance functions;
- City-wide framework for planning and governance will be established and become operational;
- All urban poor people will have access to a basic level of urban services;
- Financially self-sustaining agencies for urban governance and service delivery will be established, through reforms to major revenue instruments;
- Local services and governance will be conducted in a manner that is transparent and accountable to citizens;
- e-Governance applications will be introduced in core functions of ULBs resulting in reduced cost and time of service delivery processes.

JNNURM contemplates that cities develop planned urban perspective frameworks for a period of 20-25 years (with 5-yearly updates) indicating policies, programmes and strategies of meeting fund requirements. This perspective plan

is to be followed by preparation of Development Plans integrating land use with services, urban transport and environment management for every five-year plan period. In this context, a City Development Plan (CDP) needs to be prepared before a city can access Mission funds. Cities will be required to prepare Detailed Project Reports (DPRs) for undertaking projects in identified areas. Capacity building in Urban Local Bodies for preparation of CDP and DPRs, implementation of projects and taking measures to achieve the desired outcomes is crucial for JNNURM.

Governance reforms are central to successful implementation of JNNURM. Linked to Government of India's support to States, they are based on an enabling strategy. JNNURM envisages a series of reforms at the State and Urban Local Body levels to address issues of urban governance with a view to providing basic amenities to the poor in a sustainable manner. BSUP and IHSDP contemplate the following three key reforms in areas of pro-poor governance:

- Internal earmarking within local body budgets for basic services to the urban poor (in proportion to the share in total city/town population);
- Implementation of 7-Point Charter, i.e. provision of basic services to urban poor including security of tenure at affordable prices, improved housing, water supply, sanitation and ensuring delivery of already existing universal services of the Government for education, health and social security within the Mission period as per agreed timelines;
- Earmarking at least 20-25% of developed land in all housing projects (both public and private Agencies) for EWS/LIG category with a system of cross-subsidization.

These reforms are to be undertaken in conjunction with other reforms aimed at creating an enabling framework of good urban governance for the sustainable development and effective management of cities and towns and eradication of urban poverty.

The implementation of both projects and reforms under JNNURM calls for a massive support to Central and State Governments and Urban Local Bodies by way of data base, MIS, action research and capacity building. There is a need for development of a national information system and knowledge base with focus on urban poverty for the purpose of planning, policy-making, project formulation, implementation, monitoring and review, especially in the areas of slum development, provision of basic services to the poor, and affordable housing. The 11th Five Year Plan strategy also envisages 'inclusive growth' as the key development paradigm for the country.

It is essential that the data relating to delivery of civic amenities and housing to the poor are collected and collated at a single source. NBO, being the

nodal agency for coordination of JNNURM-related activities, has been assigned the key role by MoHUPA in this regard. NBO is gearing up its activities to meet the data and MIS challenges of JNNURM and development of poverty-free and slum-free cities. NBO has already taken action to develop a National Resource Centre, including Data Centre, on Urban Poverty, Slums, Housing & Building Construction; a MIS Cell for JNNURM; and a Socio-economic Research Unit to deal with data-based and applied statistical research studies. NBO is being closely involved by MoHUPA in the development and maintenance of JNNURM Tracking System, Integrated Urban Poverty Monitoring System and Performance Management System for Programmes/Projects of the Ministry. It is also coordinating capacity building activities for project development and management under BSUP and IHSDP in collaboration with State Governments, Urban Local Bodies, Experts and National Resource Institutions. NBO is working closely with organizations such as Centre for Good Governance (CGG), National Informatic Centre (NIC), Yashwantrao Chavan Academy of Development Administration (YASHADA) and other reputed institutions and agencies.

Scheme Objectives

The Central Sector Scheme of “Urban Statistics for HR and Assessments (USHA)” aims at the development and maintenance of national a database, MIS and knowledge repository relating to urban poverty, slums, housing, construction and other urbanization-related statistics. Its key objective is to support the Ministry of Housing & Urban Poverty Alleviation and other Ministries with an information base and knowledge inputs for the purpose of planning, policy-making, project design, formulation, implementation, monitoring and evaluation, particularly in the context of programmes relating to urban poverty, slums and housing. It seeks to specially support the effective implementation of Jawaharlal Nehru National Urban Renewal Mission – Basic Services to the Urban Poor (BSUP) and Integrated Housing & Slum Development Programme (IHSDP). The four pillars of “USHA” are: database including MIS & sample surveys; action research; impact assessment; and capacity building/training.

USHA will coordinate applied research and capacity building activities pertaining to urban poverty, slums, housing, construction and other urbanization-related statistics in collaboration with reputed research and training institutions at national, regional and state levels and experts.

Scheme Components

The following components are envisaged under the “Urban Statistics for HR and Assessments (USHA)” Scheme.

(i) Data Centre and MIS on Urban Poverty, Slums, Housing, Building Construction and related Urbanisation Statistics

- NBO would be an apex organization on matters relating to database on urban poverty, slums, housing, building construction and related urbanisation statistics. It will house a Data Centre and MIS Cell – an e-Unit on the above subjects, backed by appropriate systems and rendering support to similar units/activities at the State and ULB levels.
- The e-Unit in NBO will be up-linked to State Governments – relevant Departments/Bureaus of Economics & Statistics, Municipal Administration & Urban Development, Municipal Corporations, Municipalities, Urban Development Authorities, Research and Training Institutions etc.
- A state-of-the-art fully computerized MIS on urban poverty, slums, housing and building construction statistics will be developed, backed by appropriate hardware, software and facilities to operate the MIS. This will include JNNURM Projects Tracking System, Integrated Urban Poverty Monitoring System and Performance Tracking System for Programmes / Projects undertaken by the Ministry of Housing & Urban Poverty Alleviation. NBO will work closely with Statistical Authorities/ Organisations, NIC, CGG, and other reputed agencies.
- The costs of procurement of hardware, development of software, maintenance of hardware and software for the Data Centre/MIS Cell/e-Unit will be met by NBO from out of the USHA funds and by accessing resources under other schemes/projects of the Ministry, e.g. A&O expenses and IEC funds under JNNURM. NBO will work closely with the Jawaharlal Nehru National Urban Renewal Mission (JNNURM), Swarna Jayanti Shahri Rozgar Yojana (SJSRY), National Strategy for the Urban Poor (NSUP) Project and other key initiatives of the Ministry including Technical Assistance from Bilateral and Multilateral Organisations.

(ii) Knowledge Centre/National Resource Centre for Urban Poverty and Slums

- NBO will act as a Knowledge Centre/National Resource Centre on Urban Poverty and Slums providing knowledge and information resources, including library facilities and e-resources to various stake-holders and researchers.
- A national knowledge network of action research, training, statistical and academic institutions will be established by NBO to support Central and State Governments and Urban Local Bodies in the design, formulation, implementation, monitoring and review of policies and programmes based

on evidence gathered from the field. This network will be linked to international resource centres and networks.

(iii) Sample Surveys in areas of Urban Poverty, Slums, Housing & Building Construction

- NBO will establish a system of data collection and management, including field surveys and mechanisms for the development of statistical systems such as state/city urban poverty, slums, livelihoods, housing and building construction profiles.
- NBO will undertake regular short-term sample surveys in various pockets in the country, especially in areas of building construction, housing, urban poverty and slums to gather primary data and study the impact of the plan schemes and programmes being run by the Ministry of Housing & Urban Poverty Alleviation and other Ministries.
- Sample surveys will be conducted with the help of States/UTs Directorates of Economics & Statistics and Municipal Administration & Urban Development, utilizing the service of existing staff or staff engaged on contractual/outsourcing basis by the respective State/UT Directorates/Departments.
- Proposal can be submitted to NBO by State Directorates of Economics and Statistics, Municipal Administration & Urban Development, Urban Local Bodies, Organizations like Housing Boards, Slum Clearance Boards, Urban Development Authorities, Improvement Trusts/ Resource Institutions duly authorized by the State Governments / UT Administration concerned for undertaking sample surveys.
- The services of NGOs, Community Development Networks and community development wings of the Municipal Corporations and Municipalities selected for Basic Services to Urban Poor (BSUP) and Integrated Housing & Slum Development Programme (IHSDP) could be utilized for motivating the community and availing technical help.

(iv) Socio-Economic Research Studies in areas of Urban Poverty, Slums, Housing & Building Construction

- The Socio-Economic Research Unit in NBO will deal with action research covering areas such as urban poverty, slums, housing and building construction and socio-economic studies concerning impacts of policies, plans and programmes of Government in the related fields. It will work closely with reputed academic institutions, research and training centres and civil society organizations working in the relevant fields.

- A Documentation Centre relating to urban poverty, slums, housing, building construction and related statistics will be established by NBO. This will undertake periodic publications relating to the above subjects and disseminate them widely.

(v) Capacity Building & Training in areas of Urban Poverty, Slums, Housing & Building Construction Statistics

- NBO will coordinate capacity building and training activities in the areas of urban poverty, slums, housing and building construction statistics, including design, development and deployment e-tools and statistical applications.

(vi) Publicity & Awareness

- It is proposed to create awareness among the Government of India Ministries, State Governments, ULBs, PSUs, Construction Agencies both in public and private sector and other stake-holders regarding urban MIS and other activities of Ministry and NBO, in both in print as well as electronic media. Knowledge is power and USHA will aim at disseminating knowledge to empower various stakeholders, including the urban poor.

Financing Pattern & Eligibility Criteria

A. Data Centre & MIS (15% of Scheme Budget for NBO & 25% of Scheme Budget for State Governments as Grants-in-Aid)

- Data Centre and MIS on Urban Poverty, Slums, Housing, Building Construction and related Urbanisation Statistics will be 100% funded by NBO under USHA. Both capital and equipment support and running expenses will be covered. Resources from other programmes and projects of the Ministry such as JNNURM, SJSRY and NSUP Project will be secured to supplement the efforts under USHA.
- Development and maintenance of JNNURM Tracking System, Integrated Urban Poverty Monitoring System and Programme/Project Performance Tracking Systems with the help of NIC, CGG, YASHADA and other agencies will be 100% funded by NBO. Additional funding will be sought from JNNURM and other programmes of the Ministry, including Technical Assistance support from Bilateral and Multilateral agencies.
- Procurement of Statistical and Electronic Tools: NBO will procure analytical solutions by way of software for statistical modeling, analysis of various kinds of trends and patterns, correlation and regression analysis of

the data collected and collated, forecasting etc. The costs will be fully met under USHA.

- NBO will provide a one time grant-in-aid for procurement of computers, printers, UPS, system software and other accessories to the State Governments at their Directorates of Economics & Statistics, specifically to be used for collection and collation of building construction, housing, slums and poverty statistics, including sample survey data. One time grants to State Governments / UT Administrations for computerization will be at the following scales: upto Rs.20 lakhs for larger States/UTs and Rs.10 lakhs for smaller States/UTs based on proposals in format at Annexure. Upto Rs.5 lakh grants annually to a State/UT for recurring expenses in connection with operation of e-Units, as decided by the Ministry of Housing & Urban Poverty Alleviation, will be considered. The costs will be fully met under USHA.

B. Knowledge Centre/National Resource Centre on Urban Poverty and Slums (10% of Scheme Budget)

- Knowledge Centre/National Resource Centre on Urban Poverty & Slums – capital works, library and e-resources at NBO – will be 100% funded by USHA; resources from other programmes and projects of the Ministry and from Bilateral/Multilateral agencies will be secured to supplement the resources from USHA.
- NBO will consider activity-based support – upto Rs.20.00 lakhs annually – to select national urban resources centres identified/empanelled by the Ministry of Housing & Urban Poverty Alleviation to support professional staff outsourcing costs to build knowledge base/statistical profiles and develop capacity building/training modules relating to urban poverty, slums, housing, building construction, etc.

C. Short-term Sample Surveys (10% of Scheme Budget)

- Short-term sample surveys/studies will be 100% funded by NBO; at least two such studies will be conducted in a financial year. The surveys will be conducted with the involvement of State Governments and Urban Local Bodies.

For implementation of components of (A), (B) and (C) outsourcing of staff and other resources and procurement would be undertaken guided by the following:

- The Department of Expenditure has suggested outsourcing of major activities of NBO. Accordingly, NBO will undertake activities like processing sample survey schedules and data entry through outsourcing.

For economic and statistical analysis including development of customized software for analysis and tabulation of data, NBO will engage professional agencies or staff secured through reputed placement agencies/institutions.

- All computerization, system requirement and development and networking costs for the purpose USHA will be 100% funded by NBO under the scheme and as per standard government practice.
- NBO could also procure analytical solutions providing software for statistical analysis of various kinds of trends, forecasting, correlation and regression analysis of the data collected and collated in the organization etc. meeting the costs fully under USHA.

D. Socio-economic Research Studies (10% of Scheme Budget)

- Evidence-based action research and socio-economic studies on plans, policies, and programmes in the fields of urban poverty/slums/ housing/ construction etc. will be executed to study their impacts with the help of leading socio-economic research institutes/organizations specializing in action research. These will be 100% funded by NBO under USHA.
- These studies could be conducted by inviting proposals from National and Regional Resource Centres/ Institutions empanelled by the Ministry of Housing & Urban Poverty Alleviation for action research and training programmes or based on floating an open tender.
- All proposals costing more than Rs.5 lakhs will be considered by the Research Advisory Committee of the Ministry of Housing & Urban Poverty Alleviation under the chairmanship of Secretary (HUPA); proposals costing less than Rs.5 lakhs will be considered by a Committee consisting of JS (JNNURM), JS & FA and Director (NBO).

E. Capacity Building/Training (10% of Scheme Budget)

- National, regional and state level consultations and capacity building/training programmes on Database & MIS relating to urban poverty, slums, housing, building construction etc. including those relating to JNNURM will be 100% funded by NBO under USHA.
- The consultations, workshops, seminars and capacity building programmes will be executed with the help of State/UT Directorates of Economics & Statistics/Municipal Administration & Urban Development/, Municipal Corporations/Municipalities/Housing Boards etc. and National/Regional/State Resource Centres identified/empanelled by the Ministry.

- The funding pattern for National/Regional/State level workshops, seminars and capacity building programmes will be as per the approved norms under “National Programme on Capacity Building for Urban Poverty Alleviation” launched by the Ministry in March 2007. As per these norms the following ceilings of expenditure are prescribed:

National Level Workshop :	Rs. 5,00,000/-
Regional Level Workshop :	Rs. 3,00,000/-
State Level Workshop :	Rs. 2,00,000/-

In case of training programmes, the expenditure per participant per day will be restricted to a lumpsum amount of Rs. 2,500/- (including boarding, lodging, transport, reading materials, background research, honorarium to local resource persons, institutional overheads etc.). The cost of outstation resource persons (2 or more) will be restricted to Rs. 50,000 lumpsum, including travel, boarding, lodging, professional fees, published/electronic materials to be circulated and overheads. For North-eastern and special category states the amounts will be Rs.3000 per participant per day and Rs.75,000 lumpsum respectively.

- National, regional, state and municipal level training programmes will be supported under USHA. The training will be imparted to the officials of State Government Directorates of Economics & Statistics (DES) and Municipal Administration & Urban Development (MA&UD), State PSUs, State construction agencies, Local Self-Government institutions etc. engaged in collection of building construction, housing, slums, urban poverty and other urban statistics. Key officials of the Ministry of Housing & Urban Poverty Alleviation, NBO, State Governments / UT Administrations and national urban resource centres will also be trained within and outside the country with a view to building a robust national statistical information system relating to urban poverty, slums, housing, construction and related statistics. The cost of such training will be met 100% from the scheme funds.

F. Computerisation of NBO & Up-linking of NBO to States (10% of Scheme Costs)

- NBO will be fully computerized and will be up-linked to Directorates of Planning & Statistics and Municipal Administration & Urban Development in States and Resource Institutions. The up-linking costs will be 100% borne by NBO under USHA.

G. Publicity & Awareness including IEC (10% of Scheme Budget)

- For proper publicity of the activities of the Ministry & NBO including dissemination of knowledge and data, both print as well as electronic

media will be utilized. 10% of the total allocation under USHA will be retained by NBO every year, to be utilized for the IEC component.

- The IEC component will include expenditure on field visits by the NBO/Ministry officials for better coordination with State Governments/ implementing agencies and also study visits – national and international.

H. Administration & Other Expenses (1% of Scheme Budget to be met within the above components)

- 1% of the scheme allocation will be reserved for meeting administration and other expenses under USHA. This amount could be diverted to other scheme components in case there is saving.

There will be full flexibility for changing inter se allocation of funds between components after the second quarter, with the approval of Secretary (HUPA) depending on need.

Implementation & Monitoring

The following institutions are currently identified as National Resource Centres on Urban Poverty under the National Programme on Capacity Building for Urban Poverty Alleviation considering the nature of their activities and focus areas:

National Resource Centres identified under National Programme on Capacity Building for Urban Poverty Alleviation

Name	Operational & Thematic Areas
Yashwantrao Chavan Academy of Development Administration, Pune	Operational areas: Research, Management development, Secretariat for City Managers' Forum on Urban Poverty and Livelihoods Thematic areas: Basic services to the urban poor, Urban livelihoods, Skill development, Slum/ City/ State poverty profiling and mapping, Project development and management, Capacity building of Urban managers and officials
All India Institute of Local Self Government, Mumbai	Operational areas: Research, Information, Education & Communication, Capacity building, Secretariat for Mayors' Forum for Fight against Urban Poverty Thematic areas: Land tenure, Micro-finance, Urban livelihoods, Public-private-community partnerships, Gender issues, Community

	empowerment, Capacity building of local non-officials, Consultations of Mayors and Municipal Chairpersons
Centre for Good Governance, Hyderabad	Operational areas: Research, Good governance, e-Governance - Development and deployment of ICT tools, Change Management, Secretariat for Researchers' Colloquium on Urban Poverty & Livelihoods Thematic areas: Urban governance, pro-poor service delivery, development of e-Tools for tracking and monitoring urban poverty alleviation and livelihood development programmes, Governance reforms, Change management, MIS for JNNURM
National Institute of Urban Affairs, New Delhi	Operational areas: Research, Management development Thematic areas: Urban poverty reduction strategy, Public-private-people partnerships, Reform agenda under JNNURM
Human Settlements Management institute, New Delhi	Operational areas: Research, Management development Thematic areas: Spatial planning, human settlements development, Urban management, Land tenure, Affordable shelter, Slum development, Urban poverty alleviation, Urban employment & livelihoods
Entrepreneurship Development Institute, Ahmedabad	Operational Area: Entrepreneurship development, Thematic areas: Sustainable urban livelihoods, Skill building for emerging markets
Administrative Staff College of India, Hyderabad	Operational areas: Research, Management development, Change management Thematic area: City development planning, Service delivery to the urban poor, Urban sector reform agenda
National Building Organisation, Ministry of Housing & Urban Poverty Alleviation, New Delhi	Operational areas: Data-base on slums, poverty, housing & construction, Project appraisal under JNNURM Thematic areas: National Resource Centre on Urban Poverty & Slums, Data Centre and MIS Cell in MoHUPA, Project Management & Support Unit for JNNURM, Capacity building programme in MIS/GIS/projects tracking system for JNNURM.

Besides, Housing & Urban Development Corporation (HUDCO) and Building Materials and Technology Promotion Council (BMTPC) are acting as national resources for project development, management, monitoring, MIS, quality assurance and evaluation under JNNURM. NBO will work very closely with various national resource centres and agencies and network them under USHA.

A Central Coordination Committee in the Ministry of Housing and Urban Poverty Alleviation will be constituted under the chairmanship of JS (JNNURM). The members of the Committee will be JS & FA, Director (UPA), Director (NBO), Director (Housing), a representative each from the Ministry of Statistics & Programme Implementation and the Planning Commission and selected State Government representatives (2 from Economics & Statistics Departments and 2 from Municipal Administration & Urban Development Departments). The role of the Central Coordination Committee will be to provide policy guidance for the effective implementation of USHA. The Central Coordination Committee will meet at least once in every quarter to have review and make suggestions for improvement. Secretary (HUPA) may undertake review of implementation of the scheme from time to time.

NBO will be nodal agency for the Central Sector Scheme of Urban Statistics for HR and Assessments (USHA) will take steps to ensure expeditious release/ disbursement of the funds to the State agencies and resource institutions. It will institute suitable systems to monitor the implementation of the scheme effectively.

Annexure

1	Name of the State	
2	Name/ Address of Nodal Officer in the DES	
3.	Details of Requirement	
		Make/No.
		Estimated Cost (in Rs.)
3.1	Numbers of Computers with Make	
3.2	Number of Printers with Make	
3.3	Number of UPS with Make	
3.4	Other Accessories (PI specify ----- ----- -	
4.	Total	
5	Process of Procurement Proposed to be followed (Specify)	

Signature of the Forwarding Officer
(Director, DES, State Government of)

Signature of the Competent Authority
(Principal Secretary/ Secretary,
Department of
State Government of)