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ପଞ୍ଚାୟତିରାଜ ବିଭାଗ  
Government of Odisha  
PANCHAYATI RAJ DEPARTMENT

By e-mail/Fax/Speed Post  
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No. PR-RH-BPGY-0007-2015/2338 Date: 29/07/2015

From

**Nitin B.Jawale, IAS**  
Director, Special Projects

To

**All Collectors/  
All PD, DRDAs/  
All BDOs**

Sub: Modalities of conducting lottery for selection of beneficiaries under Biju Pucca Ghar Yojana.

Madam/Sir,

In inviting a reference to the subject cited above I am directed to say that Para 7.4 of the Guidilines on Biju Pucca Ghar Yojana stipulates selection of beneficiaries through lottery process. Govt has been pleased to approve the detail modalities of conducting such lottery which is enclosed for your reference and necessary action.

You are requested to bring these modalities to the notice of all concerned.

Yours faithfully,

*Nitin B. Jawale*  
**Director Special Projects**

CC:

**1. All Officers of PR Deptt.**

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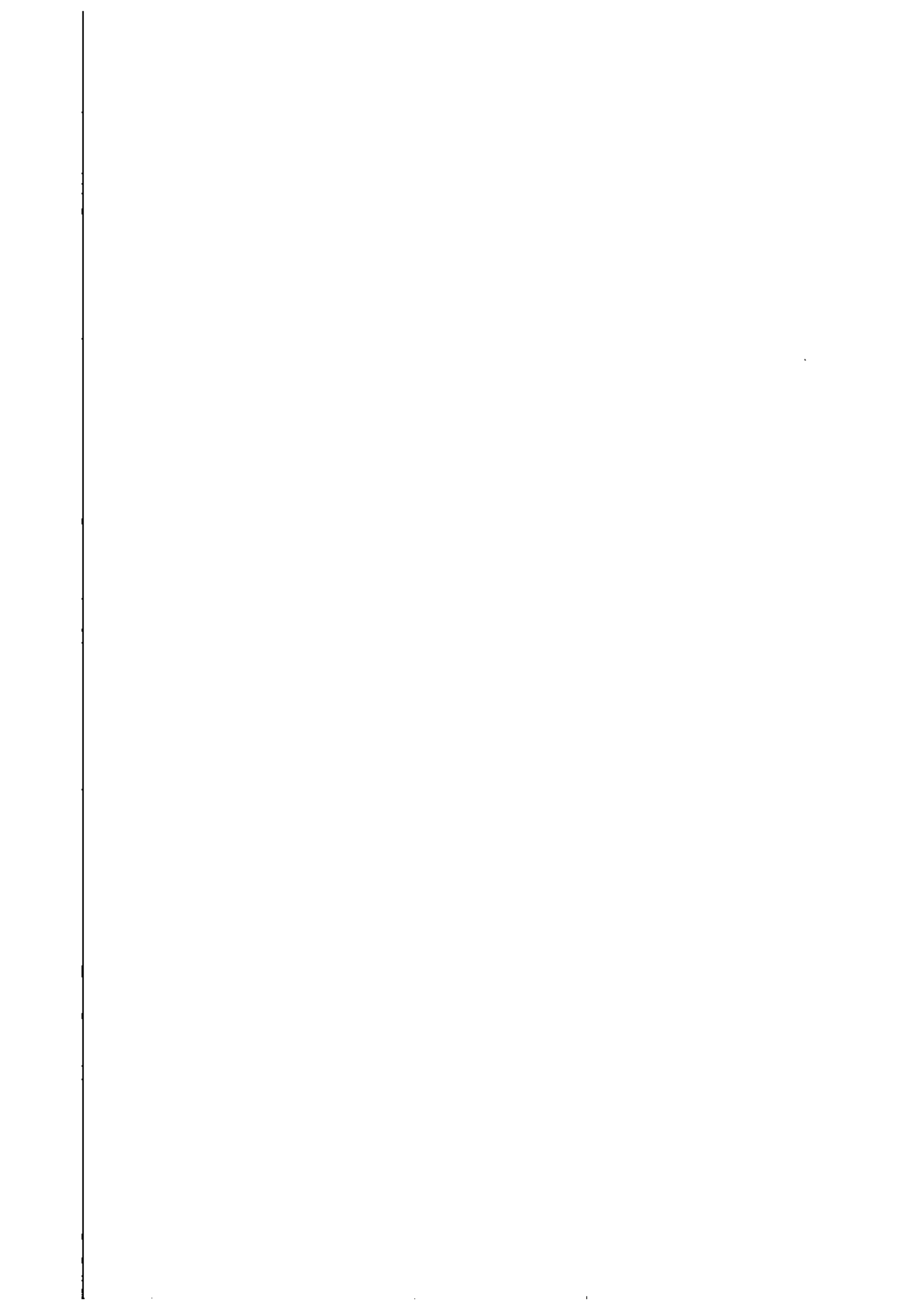
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**MODALITIES OF CONDUCTING LOTTERY FOR SELCTION OF BENEFICIARIES**  
**UNDER BIJU PUCCA GHAR YOJANA**

1. *It has been decided that the selection of beneficiaries under Biju Pucca Ghar Yojana will be by draw of lots.*
2. *The lottery will be done separately for each category i.e. 1<sup>st</sup> for ST then for SC and finally for other category. This lottery is for selection of the beneficiaries and prioritizing them in sequence, so that the name that comes from the first chit is ranked 1 and so on. This no. 1 will be the first in the respective category to be allotted Biju Pucca Ghar and sequence will move so on. This sequencing is valid till the list is exhausted or any subsequent instruction communicated by the Government to this effect.*
3. The list of eligible beneficiaries prepared as per Para 7.1, 7.2 & 7.3 of the revised guidelines should be published in the GP office 15 days ahead of conduct of lottery. The list to be **displayed should be in "ODIA" language** and prominently visible to the people of the Gram Panchayat. The list should be kept in the GP office/ Block Office for villagers to verify their names during office hours till 1 day prior to the date of lottery.
4. For wider publicity regarding publication of the list of eligible beneficiaries, the concerned V.L.W. should ensure the same through **beat of drums/ use of public address system** immediately after its publication in Gram Panchayat office.
5. B.D.O. will chalk out GP-wise date and venue of lottery, with the approval of the Collector and inform concerned Hon'ble MP/MLA, Sarpanch, PS Member, ZP Members on proper acknowledgement immediately after the program is approved by the Collector. The notice regarding date and time of lottery in a particular Gram Panchayat should be issued by the BDO and must be mandatorily affixed on the wall of the Gram Panchayat and other prominent places in the villages 15 days before the date of lottery.
6. The BDO will appoint a **Nodal Officer**, not below the rank of Extension Officer, for each GP for smooth conduct of lottery.

7. The V.L.W. should ensure wide publicity of date, time and venue of lottery in all the villages of the GP through public address system for two consecutive days at least 7 days prior to conduct of lottery.
8. The lottery should be conducted in an **open space of public premises in GP head quarters.**
9. Local Police Authorities should be informed in advance about the date, time and venue of lottery in advance. **Deployment of police personnel** at the venue where breach of peace is apprehended should be ensured to avoid untoward incidence. It will be responsibility of the District Administration to ensure maintenance of Law and order during the conduct of lottery.
10. The lottery should **start at 10 AM and should be concluded before 5 pm on the same day.** In no case it should continue beyond 5 pm. In case the lottery is not concluded on the scheduled date and time it will continue on the next working day only. Further extension beyond the second day will require approval of Collector.
11. The designated Nodal Officer will conduct lottery in the presence of PRI members along with other Block and Gram Panchayat functionaries. However their absence, in spite of proper prior intimation, will not vitiate the lottery process in any way.
12. In the background, a banner of about 5ft x 3ft clearly mentioning in Odia language the following information should be fixed.



ବିଜୁ ପଟ୍ଟା ଘର ଯୋଜନା ହିତାଧିକାରୀ ତୟନ ନିମନ୍ତେ ଲଟେରୀ

ଛାତ୍ର: - \_\_\_\_\_ ଚାରିଖ: - \_\_\_\_\_  
 ପଂଚାୟତର ନାମ: - \_\_\_\_\_  
 ବ୍ଲକ୍ ନାମ: - \_\_\_\_\_  
 ଜିଲ୍ଲା: - \_\_\_\_\_

13. The Nodal Officer will conduct lottery village wise and category wise. The name of all eligible beneficiaries of that village should be announced.
14. The lottery will be held for each category in the sequence of first ST, then SC, and thereafter others separately. Only after lottery for one category is over, the case of other category will be taken up. On completion of lottery for one village the lottery of another village will be conducted.
15. The list of all the eligible beneficiaries along with father's/ husband name, and Tin No of SECC-2011 and Aadhar number should be prepared in Odia language on a white paper of about 8.5 inch x 2.75 inch size before commencement of lottery. The name and other details should be legible and preferably computer print outs.
16. Each and every slip should be shown to the public and the name and other details such as father's/ husband's name and SECC TIN no. and Aadhar number will be read and announced in Public address system, after which it will be four folded and put into a container.
17. For ensuring transparency in the selection process, the container in which the chits will be kept, will be made of transparent glass/ fiber material. It should be of length about 2ft x breadth 2ft x height 2 ft size and placed on top of a table visible to the public.
18. The paper with the name of the beneficiaries which have been put in the container will be mixed thoroughly, inside the container.
19. One person from the present gathering who can read and write should be selected to draw the slip. Immediately after draw of lot he will announce the sequence of the lot and the details mentioned on the slip. The sequence number of the lot will be immediately written, both in digit form as well as words, adjacent to the name in the chit and the number (digit as well as word) will be circled. One designated Block/GP functionary will receive the said slip after draw of lot. The designated officer will immediately paste the slip on a register and will put his signature on the slip. Separate register will be maintained for each village and where the number of beneficiaries is more it will be maintained

category wise. After the 1<sup>st</sup> lot is drawn, marked, pasted on the register and signed, process for draw of 2<sup>nd</sup> lot will start.

20. Same procedure will be followed for draw of 2<sup>nd</sup> and subsequent lots and will be pasted on the register strictly in numerical sequence of the lot. The process will continue till the last lot is drawn. Any over writings or cuttings should be avoided.
21. After completion of drawl of lots of a particular category of beneficiaries of a village the designated officer will prepare the list of all beneficiaries as per sequence of lot drawn, which will be the master list for that village. This list will be immediately signed by the Nodal Officer on each page. A copy of this list will be pasted on the wall of the GP office and other conspicuous public places strictly on the same day of the lottery. A copy of this list has to be sent to the Block and District headquarters on the same day and must be scanned and computerized immediately in Block and DRDA.
22. The register will be kept in lock and key in the GP office and the lock will be sealed by the Nodal officer in presence of all other block officials present. The nodal officer will affix his signature on the seal. Concerned Executive Officers will be the Custodian of these registers. In case of any dispute, the same will be produced for verification only after obtaining permission from Collector concerned.
23. The entire proceeding should be video-graphed. In case of any disruption by unruly elements the video should clearly capture the images. Such unruly elements should be dealt with as per applicable provisions of law.
24. In case of failure to conduct lottery for reasons beyond control (*force majeure*) it will be held on next working day. Even if there is disruption of law and order, it remains the duty of the district administration to ensure its maintenance and the lottery process should not be cancelled or postponed on a mere isolated incident of affray. As far as possible the situation should be brought under control and the sanctity of the lottery process be maintained. Penal action against element creating disturbance during the lottery should be initiated by lodging of FIR and application of relevant provisions of law.

25. If despite taking all measures, the lottery could not be conducted at the GP Headquarters the venue for such lottery should be shifted to Block Headquarters with prior approval of Collector.
26. The entire process of lottery should be planned meticulously in such a way that it is finished and all relating works are over well before 5 pm of that day. In no case it should continue beyond 5 pm.
27. The expenditure towards videography, public address system, hiring of *dari* and purchase of containers/ Consumables required for conducting lottery will be borne out of Biju Pucca Ghar Yojana contingency funds. The upper limit of expenditure for this purpose is Rs 5000/- (Five thousand) per lottery per GP. If lottery process continues for another day, additional amount of Rs. 2000/- will be allowed for the same.
28. The Master List of the GP will be web hoisted at concerned District Websites, copy of which will be made available at concerned District, Block and GP offices for public information.

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