

CIRCULAR

The scheme guidelines of NHB states that subsidy claims should be submitted soon after the completion of the project. The word soon after was not defined specifically. So as to provide clarity, the Project Approval Committee (PAC) of NHB in its meeting held on 28.06.2018 has decided the following time line and Action Plan:

i. Period for claiming subsidy upon completion:

1. **LOI cases:** Claims complete in all respects as per checklist should be received by NHB on or before 16th August 2018 with reasons for the delayed submission. In case of SCP, TSP and North Eastern state projects where LOI was kept open up to 31st March 2017 and NHB issued LOI or advice to file the subsidy claims, the time limit for claim submission is till 31st December 2018. The cases will be decided on merit basis on case to case. NHB shall issue acknowledgement on its receipt with date.
2. **Non LOI registered cases:** Claims complete in all respects as per checklist should be received by NHB on or before 16th August 2018 with reasons for the delayed submission. The cases will be decided on merit basis on case to case. NHB shall issue acknowledgement on its receipt with date.
3. **IPA cases:** Claims complete in all respects as per check list should be received within 3 months from the date of completion. NHB shall issue acknowledgement on its receipt with date.
- ii. In case any claim is incomplete the NHB official concerned shall inform the applicant by an email within 2 working days and shall update the status on website. In response if the applicant provides relevant information / document the NHB official should update the status within 2 working days.
- iii. The applicants are responsible to ensure that their claim is complete in all respects as per checklist including the correctness and genuineness compliance to items put on query and timely submission within the prescribed time limit.
- iv. Complaints / query relating to completeness of claims if any shall be received by the Area officers concerned who shall dispose of them within 7 days of such complaint.

The decision supersedes all the previous decisions on the subject with immediate effect.

All concerned may please note the above for meticulous compliance.

This issues with the approval of Competent Authority.


(Pushendra Arya)
Joint Director(Coord.)

Distribution:

1. All Area Officers, NHB, HQ
2. AI Centre Incharges, NHB's Centers
3. Joint Director (F&A), NHB, HQ
4. The notice Board of all NHB centers and NHB website for the information of applicants.
5. Rajbhasha Adhikari NHB, HQ. for translation please.

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PS to MD/DMD – for kind information