

**Grant Distribution Guideline for  
Completely Destroyed Private Houses by Earthquakes, 2072 (2015)**

**Government of Nepal  
National Reconstruction Authority**

**Singhadurbar, Kathmandu**

Unofficial Translation, contributed by HRRP and Partner Organizations

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Completely Destroyed Private Houses by Earthquakes, 2072 (2015)**

While it is necessary to reconstruct the damaged occurred due to the earthquake of 25<sup>th</sup> April 2015 and its aftershocks, implementing No. 32 of the Budget of the Fiscal Year 2015/016, so as to make simple and uncomplicated grant distribution procedures to the people whose residence/houses have been completely damaged due to earthquake, considering the necessity to determine the procedures and standards for constructing residential buildings, the Government of Nepal has produced this Procedures.

**1. Name, expansion and commencement**

- a) This Guideline may be cited as "Grant Distribution Guideline for  
Completely Destroyed Private Houses by Earthquakes, 2072 (2015)
- b) This Procedures shall be implemented in the earthquake affected districts as prescribed by  
the Council of Ministers of the Government of Nepal.
- c) Procedures shall be implemented immediately.

**2) Definitions : Unless the context and subject otherwise requires**

- (1) "Authority" means "National Reconstruction Authority" formed on the basis of act formed for reconstruction of the earthquake affected structures.
- (2) "Department" means Department of line ministries for reconstruction and rehabilitation.
- (3) "Residence Unit" means the residence constructed using the technology as per the approved standard, drawing and design
- (4) "Beneficiary" means the family or person as selected pursuant to section 3.
- (5) "Central Project Implementation Unit" means Project Implementation Unit (PIU) in central level as established under respective line ministries so as to carry out the activities for reconstruction and rehabilitation.
- (6) "District Level Project Implementation Unit" means District Level Project Implementation Unit (PLIU) in district level under line ministries so as to carry out the activities for reconstruction and rehabilitation.
- (7) "Project Operation Manual (Procedure)" means the procedure prepared to operate the project for reconstruction of the private houses. This procedure may also refer to the procedure set out in the consent of donor agencies.
- (8) "Local Body" means Village Development Committees and Municipalities.
- (9) "Claimer" means one who can receive the part of the property of the father.

**3) Identification of beneficiaries (1) There identification of beneficiaries shall be as follows:**

- (1) Based on the eligibility criteria in schedule-1 passed by the steering committee, the beneficiaries identified after the CBS survey of the affected households.
- (2) Person or family who does not have a residence at the same place or elsewhere, except the damaged one.
  - (2) The beneficiary as stated in clause (1) should at least have a copy of citizenship certificate, copy of land ownership and slip provided by CBS.

#### **4) Map and Design**

- (1) The authority will co-ordinate with the related departments to prepare the model house designs and authorize it. Any person, agencies or institution who design the model houses must take the approval from the authority.
- (2) For designs of the houses and setting up standards for the construction of earthquake resilient houses, a “Earthquake resilient houses standard determining committee” will be formed in chairmanship of member of Executive committee of the NRA and including MoFALD, MoUD, and experts from IOE.
- (3) The project implementation unit will make available the approved designs minimum criteria. The beneficiaries shall select from the model designs available or construct according to the minimum standards
- (4) The beneficiaries should sign the Participation Agreement (Schedule-2) agreeing to the mandatory condition of construction of the using earthquake resilient building technology, use of trained masons and maintain quality during construction.
- (5) The PA mentioned in sub-clause 4 shall be prepared and provided by PIU under MOFALD to local bodies upon approval from NRA.
- (6) The DUDBC DLPIU technicians will supervise and certify the drawing, design and all the works related to earthquake resilient building construction from the resource centers.
- (7) The CLPIU under MoUD will hire required amount of the engineers, sub engineers, assistant sub engineers for supervision and certification. But for the required human resources and process a approval is required from the authority.

#### **5) Financial Arrangement:**

1. The concern Local Authorities shall allocate the amount of grant assistance on the basis of PA made pursuant to schedule-2 fulfilling the following procedures.
  - (1) Authority will release money for subsidy to DLPIU through PIU of MOFALD.
  - (2) The DL PIU will provide list of beneficiaries in the respective banks and local bodies. Local bodies will do PA with the beneficiaries.
    - (3) The grant amount shall be paid in three installments subject to the procedures stated in schedule-3. The maximum amount of such grant shall be Rs. 200,000.00
  - (4) While constructing the residence/building applying the designing and technology as selected pursuant to section 4, if it exceeds the grant assistance amount 200,000.00 as

offered by the government of Nepal, the beneficiary himself/herself shall bear the addition cost. For those beneficiaries who can not bear the cost, an amount of loan up to 300,000.00 shall be offered through banking system based on mutual guarantee of the beneficiaries on the basis of the procedure setup by NRB.

(5) For people who do not want to have the group guarantee mentioned in Section 5-1, they can receive 1.5 million(outside Kathmandu valley) and 2.5 million inside Kathmandu valley on the simple process and procedure set up by Nepal Rastra Bank.

(6) The whole amount of assistance given by the government shall be spent for the construction of house.

(7) The Distinct Project Implementation Unit shall be responsible to maintain account and audit of the expenditures relating to the memorandum of understanding and expenditures and inform the DDC and respective CL-PIU in periodically.

2. Beneficiary who has received grant assistance or private house from any national or foreign organization for construction of house/residence shall not be entitled to receive the assistance of the amount of NRs. 200,000.00 under this procedure.

3. If a beneficiary has more than one residence/house, the grant shall be awarded to construct only one house/residence, subject to this Procedure. The assistance pursuant to this procedure shall not be awarded to a beneficiary who does not have need to construct house/residence in other place. For this, the beneficiary himself/herself shall declare by filing a form.

#### **6) To provide assistance for construction materials**

(1) In the assistance of the concern District Administration Office, the departments, division offices, district technical offices and local bodies shall extend necessary cooperation and support to make the construction materials such as tin, cement, hook, etc available abundantly in the local market necessary for the construction of houses/building to be constructed under this procedure. . A “Construction material supply management and facilitation committee” will be formed in chairman ship of CDO including DDC, DL-PIU, local bodies, DFO, FNCCI, CAN.

(2) For the quality assurance and availability of the materials as stated in clause (1) , District Project Implementation Units and District Administration Office shall perform necessary roles.

#### **7) Role of the Project Implementation Units:**

The procedures, guidelines and committee formulation of the "Central Project Implementation Unit (CLPIUs)" and the District Level Project Implementation Units (DLPIUs) shall be as per the provision contained in Reconstruction and rehabilitation Policy, 2072.

**8) Planning Coordination and Management:**

- (1) The Reconstruction Authority as constituted by the government of Nepal shall, in addition to developing programs and managing budget for reconstruction, shall frame necessary policies and provide guidelines for the reconstruction of residences as damaged by the earthquakes. Provided that, unless the Reconstruction Authority is constituted, the National Planning Commission shall perform the activities to be performed by the Reconstruction Authority
- (2) In order to make necessary arrangement for carrying out programs relating to residence/building reconstruction, a Central Residence Reconstruction Directive Committee shall be existed as follows:
  - a. Concerned Member, Executive Committee, National Reconstruction Authority-----Coordinator
  - b. Secretary, Ministry of Urban Development-----Member
  - c. Secretary, Ministry of Federal Affairs and Local Development ----Member
  - d. Secretary, National Reconstruction Authority-----Member
  - e. Joint-Secretary, National Planning Commission ---- ----Member
  - f. Joint-Secretary, Ministry of Finance ----- ----Member
  - g. Joint-Secretary, Disaster Management Division, Ministry of Home Affairs
  - h. Director General, DUDBC -----Member
  - i. DG, DOLIDAR -----Member
  - j. Project Director, CLPIU, MoUD-----Member
  - k. Project Director CLPIU, MoFALD-----Member
  - l. Joint Secretary, Concerned Division, national reconstruction Authority-----Member  
Secretary
- (3) The Committee as stated in clause (2) may invite experts and office-bears to its meetings as per necessity.
- (4) The Member secretary shall coordinate among the co-ordinator and directors of the Project Implementation Units and shall make the agenda of meeting
- (5) The function, power and duties of the Committee as stated in clause (2) shall be as follows:
  1. To frame necessary policies for the implementation of the programs
  2. In the course of implementation of the program, to provide necessary instructions to the Ministry, Department, District Level Coordination Committee and other agencies.

3. To evaluate the progress of the program, to coordinate concern central agencies.
4. To coordinate between the beneficiaries and other agencies, as per necessity.
5. To remove difficulties experienced during the implementation of the program
6. To implement or cause to implement the directions of the Authority.
7. To arrange a system of grievance redress through local bodies and project implementation units.

(6) The procedures for conducting meetings of the Central Residence Reconstruction Directive Committee shall be as per the decision of the Committee.

#### **9) Capacity Building Trainings**

Trainings on capacity building shall be conducted at central, district and local level. Such trainings shall be based on the content and proceedings as approved by the authority. Any national or foreign organization desiring to conduct such training shall conduct based on the same content and proceedings. Such trainings at district level shall be conducted as follows:

#### **10) May issue directions**

Regarding the activities to be performed, the authority may issues necessary instructions to the concern government agencies, constituted committees, units and development partners. It shall be the duty of such agencies to follow such instructions.

#### **11) Income generation program**

For the income generation of marginalized beneficiaries, various programs shall be conducted by mobilizing the local cooperatives and micro finance.

#### **12) Dispute and grievance settlement**

If there are grievance regarding the houses reconstruction grant distribution, the people can register their grievances to the grievance redress committee or concerned agencies in the implementation by oral and written forms. The grievances received if cannot be redressed immediately then it has to be sent in the upper agencies. A different guideline will be formed for grievance redress.

#### **13) Action may be taken**

With an intention to be benefited from this program, if someone submits false statements or if the recommendation is made without ground, necessary action shall be taken as per the prevailing laws.

#### **14) Subsidized loan disbursement**

In order to ensure the application of National Building Codes and earthquake resistance technology, for the residences/buildings to be reconstructed by providing subsidised loan from the bank and financial institution, the concern agencies shall only make a payment of installments based on the technical certification pursuant to this Guideline.

**15) Provision relating to grant distribution by national or foreign agencies:** National or foreign agencies/organizations are required to get the approval from the authority if they wish to distribute grants for construction of residence buildings or provide the technical assistance.

**16) Repeal and Saving:** " Grant Distribution Guidelines for entirely damaged residence/ghar, 2072 has been repealed. All the activities conducted under the "Grant Distribution Guidelines for entirely damaged residence/ghar, 2072 shall be deemed to have been conducted pursuant to this Procedure.

**17) Amendment to the Procedure:** The government of Nepal may amend the Procedure at any time if it requires doing so as per the demand of time and situation.

#### Schedule- 1

##### Beneficiaries selection Criteria for grant distribution for Earthquake affected private houses reconstruction

Following will be the procedure for the identifying the beneficiaries who can receive the grant whose houses were damaged by the earthquake of April-25

1. The house owners whose houses fall under the damage grade of 3,4,5 after the CBS survey data analysis.
2. Those houses listed in clause 1 will be provided support based on following condition
  - 2.1. Those family who has already passed family partition deed document in Land Revenue Office before 12<sup>th</sup> Baishak 2072, are counted as different family and provided with the grant amount. But the family partition deed document has not been passed from office still had constructed and are staying on separate house before 12<sup>th</sup> Baishak 2072 and are included in data collection of earthquake affected conducted by CBS and in condition of staying in separate house after family split, the family can be enlisted as a different family after the public inquiry is done in front of the VDC/Municipality Chief or someone appointed by him.
  - 2.2. If the land is in the name of the person who is in abroad, then the claimer can get the subsidy if the relationship is verified.
  - 2.3. If any land not surveyed yet, then the land needs to be surveyed and the land owner certificate needs to be issued in the name of the person who owns it. Only after that the household is liable to receive the grant

- 2.4. If someone wants to build the house in the place where previous house was there, or boundary aligned VDC, or any other area in the same district then he will be able to get the subsidy.
- 2.5. If the land owner is dead and the transfer of the land is not done then the claimer of the land shall apply with the death certificate and the grant can be provided in group or in the name of one by consensus.
- 2.6. Those people who have already done the construction and listed in the CBS collected data then the record of those houses shall be kept differently and grant shall be provided if the technical persons verify the house is earthquake resilient.



**Schedule-2: Participation Agreement For Private housing reconstruction for houses damaged by Earthquake**

|                               |  |
|-------------------------------|--|
| Survey Slip No:               |  |
| Survey House Owner Serial No: |  |
| Grant Agreement No:           |  |


First party beneficiaries I am Mr/Ms..... Relative of Mr/Ms.....who is inhabitant of ..... District ..... VDC/Municipality Ward no.....is an victim of April 25, 2015 earthquake and its aftershocks and ..... VDC/Municipality Office, (Second party) are signing this agreement on the basis of terms and condition mentioned below on ..... (date).

Condition agreed by the first party:

1. My house that has been demolished by the major earthquake and several aftershocks is true.
2. I have asked for the donation to construct only one house (if the victim has two demolished house).
3. I haven't and won't received any donation from the other organization.
4. I have the ownership certificate in the name of me or my family.
5. I will construct the house as per the guidelines and the technology that has been mentioned in the agreement paper.
6. I am responsible for the arrangement of the construction materials and manpower such a skilled, unskilled manpower, electrician, plumber.
7. I will spend the grant money only for the reconstruction purpose.
8. During construction, I agree to look after the extra cost exceeding the grant amount, if necessary I will take the subsidized loan.
9. I will attend the orientation and training programs for reconstruction program.
10. I will receive the first tranche of 50,000 through the bank account opened in reconstruction program.
11. After the completion up to plinth level, and after the inspector from DLPIU of DUDBC certifies the construction, I will receive the second tranche of 80,000.
12. After the completion of construction before roof, and after the inspector from DLPIU of DUDBC certifies the construction, I will receive the third tranche of 70,000.
13. After the completion of the house I will process for certification for the construction according to the approved standard and technology.
14. If my house construction is not in quality, standard and technology, I agree to improve using my resources.
15. Above mentioned details are true. If found false, I will be liable for punishment according to the law.

Second party from local body agrees to:

2. After the conditions are fulfilled by the first party, the amount from government of Nepal will be provided through bank account.

|  |
|--|
| First Party (Beneficiary)  |
| (a) Personal Details of the Beneficiary  |
| Name and Address of the Beneficiary (English).....   |
| Name and Address of the Beneficiary (Nepali).....  |
| Address in the Citizenship:<br>District:..... VDC/Municipality.....<br>Ward.....   |
| Citizenship Number:..... Issuing district:..... Issuing date:.....   |
| Date of Birth:..... Contact Numeber:.....  |
| If permanent address and citizenship address is different<br>(Details of Migration)<br>Migration Number..... Date of Migration:..... |
| Photo of the beneficiary:                         |

|  |
|--|
| If beneficiary cannot be present, details of the authorized person |
| Name of the guardian/ authorized person:<br>.....<br>.....         |
| Permanent Address:<br>District:..... VDC/Municipality.....         |

Ward.....

Citizenship Number:..... Issuing district:..... Issuing date:.....

Date of Birth:..... Contact Numeber:.....

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Name of grandfather:

Name of father:

Relation with beneficiary:

Contact Number:

**Thumb Print of the authorized person**

|       |      |
|-------|------|
| Right | left |
|-------|------|

Signature of the authorized person  
.....

Date: .....

**Details of the Bank Account:**

Bank Account Number:

Name of the Account:

Name of Bank:

Branch:

**Details of the Land Plot**

Plot No: ..... Area: ..... Sq m

Address: ..... VDC/ Municipality .....

Ward No: .....

**Type of house to be constructed:**

If it is selected from design catalog, then design no: .....

|   |
|---|
| <p>Or if different design then</p> <p>a) Type of wall or pillar No: .....</p> <p>b) Type of storey or roof No: .....</p> <p>c) If through building permit process, then permit no: ..... Others: .....</p> <p>I agree to reconstruct according to the minimum requirements.</p> |
| <p>Name of the will : .....</p>   |
| <p>Relation with the beneficiary: .....</p>   |
| <p>Name of the witness: .....</p> <p>Signature: .....</p>   |

|  |
|--|
| <p>Second party (Local Body)</p>   |
| <p><b>VDC/Municipality Office :</b></p> <p>.....</p> <p><b>Authorised Officer Name:</b> .....</p> <p><b>Designation:</b> .....</p> <p><b>Signature:</b> .....</p> <p><b>Date :</b> .....</p> |

**Necessary Documents:**

1. Citizenship Photocopy
2. Land ownership photocopy
3. Photo
4. Survey slip
5. Authorization Letter in case of authorisation

### Schedule-3: Beneficiary grant distribution and technical inspection process

| S.N. | Activities                         | Concern Authority                                       | Detail Description   |
|------|------------------------------------|---|--|
| 1.   | Identification of Beneficiary      | CBS, MoFALD, NRA  | The identification shall be done on the basis of the CBS survey data and selection criteria of Annex-1   |
| 2.   | signature in the PA                | Beneficiary and local bodies                            | In the leadership of DL-PIU of MoFALD, the agreement shall be signed in the premises of Resource center or local bodies.   |
| 3    | Bank Account                       | Beneficiary and Authorised banks                        | Either before PA signing or after that , the account is to be opened and the money will be deposited in the account.   |
| 4.   | Distribution of first installment  | Local body  | Deposit of (25%) Nrs 50,000 amount shall be deposited in the bank account of the concern beneficiary.  |
| 5.   | Technical Supervision (1)          | Inspector of MoUD, District Project implementation unit | The Division Office shall conduct Technical Supervision-1 to recommend for the distribution of second installment confirming that whether the foundation level and up to the plinth construction has been completed, and the quality has been maintained and the earthquake resistance technology has been adopted.. |
| 6.   | Distribution of second installment | Local body  | Deposit of second 40% Nrs 80,000 amount shall be made in the bank account of the concern beneficiary. This amount shall be spent for construction walls above the plinth and below roof.   |
| 7.   | Technical Supervision (2)          | Inspector of MoUD, District Project implementation unit | The Division Office conduct Technical Supervision-2 so as to recommend the final installment after confirming by the regular supervision that the wall and structure of window and doors above the plinth have been fixed and roof has been fixed maintaining the earthquakes resistance technology                  |
| 8.   | Distribution of final installment  | Local body  | To deposit remaining 35% Nrs 70,000 amount at the bank account of the concern  |

|    |                             |   |   |
|----|-----------------------------|---|---|
|    |                             |   | beneficiary. This amount shall be spent for construction of remaining items.                              |
| 9. | Final Technical Supervision | Inspector of MoUD, District Project implementation unit | Generally, the final supervision shall be conducted after 3 months of the completion of the construction. |

## Forms and approved explanations for the implementation of the guideline

### Explanation of some of the unclear points in the Participation Agreement and their solution.

After many grievance received during the enrolment camp, the grievances have been analyzed and the following decisions have been taken for clarity.

For the beneficiaries, whose name is in the list, who has the land in his own name and if the beneficiary himself is present in the camp then the agreement can be done immediately.

| SN | Type of grievances   | Solution proposed  | Documents required  |
|----|--|--|---|
| 1  | Name is in the eligible list; land-ownership not in his/her name but in the name of other member of his/her sole family                            | Provided that the land-owner provides written consent to the beneficiary to build a house with other required documents (citizenship certificate, survey slip and related land-ownership document), grant agreement can be immediately signed.   | Documents expressing approval to use the land, Nepalese citizenship certificate, survey slip, land-ownership document (Form for expressing approval to use the land is included in the annex) |
| 2  | Name is in the eligible list; present in his/her name but not in the position to come and sign the grant agreement; land-ownership in his/her name | In such case, any member from the sole family/someone trusted by the family can be nominated as representative. Both nominator and nominee must sign in the representative nomination form. After furnishing citizenship certificates of both parties and the survey slip, grant agreement can be signed by the nominee on behalf of the beneficiary/nominator.                              | Representative nomination form, citizenship certificates of both parties, land-ownership certificate, survey slip (Form for representative nomination is included in the annex)               |
| 3  | Name is in the eligible list; beneficiary not present in the country; spouse wishing to sign the grant agreement on the behalf of the beneficiary  | In such case, spouse present in the country can be nominated as representative provided that both parties sign in the nomination form. In case the beneficiary is not in the country, necessary documents can be posted/received through mail  | Representative nomination form, citizenship certificates of both parties, land-ownership certificate, survey slip   |
| 4  | Name is in the eligible list; but doesn't possess the land-ownership of the land which they have been using  | In such case, after surveying the plot through District Survey Office and obtaining the land-ownership certificate, grant agreement can be signed. For this purpose, separate guidelines related to receiving land entitlement and land registration has been prepared.  | Nepalese citizenship certificate, land-ownership certificate, survey slip   |
| 5  | Beneficiary listed as first household owner; his son/s listed as second/third household owners; inheritance-division mechanism not clear           | In such case, the person listed as first household owner can sign the grant agreement. If the people listed as second/third beneficiaries are against it, grievance can be filed; provided that inheritance-division was done before <i>Baisakh 12 (April 25)</i> and is attested by legal documents, separate grant agreements can be signed; else, only one grant agreement can be signed. | Nepalese citizenship certificate, land-ownership certificate, survey slip, legal documents related to inheritance-division for grievance registration   |
| 6  | Name is in the eligible list; but, the beneficiary wishes to use the land in the name of GUTHI for private use                                     | If the land-ownership is registered in the name of related beneficiary, grant agreement can be signed provided the legal documents are furnished; in case  | Nepalese citizenship certificate, land-ownership certificate, survey slip   |

|    |  |  |  |
|----|--|--|--|
|    |  | the land is registered in the name of GUTH, further proceedings should be carried out on the basis of a separate guideline (which is currently being drafted to address this issue); can be registered as a grievance for now.   |  |
| 7  | Beneficiaries whose houses are different but, because of the nature of design, seems like roofs are attached and is one house, listed as first and second household owners in the eligible list                  | Provided that the house owners furnish legal documents attesting to their claims of separate houses, both parties can sign separate grant agreements after registering their related grievance.  | Nepalese citizenship certificate, land-ownership certificate, survey slip  |
| 8  | Related to spouses, the other spouse (who is not enlisted as beneficiary) representing his/her spouse (who is listed as beneficiary)   | Spouses may sign the grant agreement on each other's behalf provided the representative nomination form is filled and signed by both counterparts (husband and wife).  | Representative nomination form, citizenship certificates of both parties, land-ownership certificate, survey slip          |
| 9  | One house with multiple owners   | In such case, only one grant agreement will be signed with joint ownership of multiple owners; or, the owners may nominate one of them as a representative party to the grant agreement.   | Nepalese citizenship certificate, land-ownership certificate, survey slip  |
| 10 | House damaged in a particular location; should the reconstruction be in the same location?   | In such case, houses may be built anywhere in the land belonging to the beneficiary, in the plot next to the land of the beneficiary, in the same plot provided that land is vacant or in the neighboring VDC.   | Nepalese citizenship certificate, land-ownership certificate, survey slip  |
| 11 | Entire village block related land hasn't been registered/ people do not possess land-ownership documents   | In order to address such issues, guidelines related to land entitlement for reconstruction of earthquake affected houses has been issued. As per the guidelines, land registration process must be carried out, and after receiving the land-ownership certificate, grant agreement can be signed. |  |
| 12 | Father/elder brother enlisted as first beneficiary in the eligible list and son/younger brother enlisted as second beneficiary but living separately post inheritance-division; possess required legal documents | In such case, the first beneficiary can sign the agreement. Second beneficiary, after registering his grievance, upon furnishing legally attested documents proving that inheritance-division was done prior to <i>Baisakh 12 (April 25)</i> , will be eligible to sign separate grant agreements. | Nepalese citizenship certificate, land-ownership certificate, survey slip, legal documents related to inheritance-division |
| 13 | Name is in the eligible list; possessed required legal documents prior to the earthquake; but, due to earthquake/other reasons citizenship certificate/land-ownership documents got lost/destroyed               | Grant agreement can be signed after the beneficiary furnishes the required legal documents (for which they can file requests to the related government departments for duplicates of original documents).  | Nepalese citizenship certificate, land-ownership certificate, survey slip  |
| 14 | In areas requiring land resettlement due to landslides/other geological/geomorphological impediments   | In such case, for land resettlement or obtaining land entitlement, work-plan may be prepared on the basis of guidelines related to land entitlement for reconstruction of earthquake affected houses. For now, it can be registered as a grievance.  | Nepalese citizenship certificate, land-ownership certificate, survey slip  |
| 15 | Provided with survey slip but not enlisted in the eligible list  | In such case, because the damage grade is less than 3, s/he may not have been included in the eligible list; but, if s/he has doubts related to the survey   | Nepalese citizenship certificate, land-ownership certificate, survey slip  |



|    |   |   |  |
|----|---|---|--|
|    |   | (based on her/his perception that her/his house has been significantly damaged), s/he can file a grievance. However, the decision to include/not include the related person in the eligible list will only be made upon making a detailed examination of the survey details. Filing a grievance case does not warrant the inclusion of one's name in the eligible list. |  |
| 16 | House damaged by the earthquake in own name but not surveyed  | In such case, grievance can be registered. Post attestation/verification through public query in the respective village, the grievance case can be forwarded to higher authorities for carrying out the survey.   | Nepalese citizenship certificate, land-ownership certificate, survey slip, proof of verification/attestation through public query  |
| 17 | Difference of name/last name in survey slip and eligible list; difference in no. of household members | Such mistakes may arise due to errors in the survey. On furnishing the relationship certificate or Nepalese citizenship certificate which expressly states the true name of the beneficiary, grant agreement can be signed.   | Nepalese citizenship certificate, land-ownership certificate, survey slip, relationship certificate or any other legal documents stating the name/last name of the beneficiary |

To make ease mentioned solution process decision has been made to approve forms as per annex.

- A. Representative Assigning Form for Grant Agreement. (Form-1 )
- B. Approval Form to construct House on the Land ( Form-2)
- C. Grievance Registering Form (Form-3)

**Form 1 : Form to be filled by beneficiaries to enroll authorized person to present in the enrollment camp If the beneficiaries himself/ herself is unable to present in the enrollment camp**

Date:.....

To whom it may concern

I am an relative of beneficiaries Mr/Ms.....who is inhabitant of earthquake affected  
..... District ..... VDC/Municipality Ward no..... Relative of Mr/Ms.  
..... inhabitant of..... District ..... VDC/Municipality Ward no.....

Mr/Ms..... surveyed code no..... an earthquake affected beneficiaries has gave me the permission to sign the agreement paper in the enrollment camp. I am writing this application to grant me a permission to sign the agreement paper.

The description given above are true and correct, if it is found to be incorrect I will accept to bear all the punishment enrolled by the government.

Applicant:.....

Signature:.....

Name:.....

Address:.....

Beneficiaries:

Signature:.....

Name:.....

Address:.....

Surveyed code no:.....

Approval officers from VDC/Municipality:

Signature:.....

Name:.....

Position:.....

Documents to be attached:

1. Citizenship
2. Relationship certificate approved by VDC or municipality.

**Form-2: Sample form for the approval of the construction if the landownership certificate is in the name of the person other than beneficiaries:**

For residential housing reconstruction  
Related to Approval of landuse planning  
(form to be filled by the house owner)

Registration no:.....

Date:.....

**To whom it may concern**

I have gave the permission for the housing reconstruction project in my land which is located in ..... District..... VDC/Municipality Ward no..... Plot no..... to Mr/Ms..... who Is an relative of Mr/Ms..... inhabitant of ..... district..... VDC/Municipality ward no.....

Signature of landowner: .....  
Landowner:.....

Signature of beneficiaries or authorized person from Name of beneficiaries:.....  
Name:.....  
Address:.....  
Survey Slip No:.....

Signature (who approved the form):.....

Name (who approved the form):.....

Position (who approved the form):.....

**Form-3: Sample form for the registration of grievance In response to recognition of beneficiaries.**

**For housing reconstruction**

**Grievance Registration Form**

|  |  |                                    |  |
|--|--|------------------------------------|--|
| For Official Use Only                        |  |                                    |  |
| Grievance Form Serial Number: _____          |  | Registration Number- _____         |  |
| Grievance Registered Place:-District:- _____ |  | VDC/Municipality:- _____           |  |
| Date:- _____                                 |  | Ward No.:- _____ Tole/City:- _____ |  |

|  |                                |                 |
|--|--------------------------------|-----------------|
| 1. Description of Personnel who has Grievance: |                                |                 |
| Name, Surname:-                                | Landownership certificate no:- | Assigned date:- |
| Father's Name, Surname:-                       | Citizenship No:-               | Assigned date:- |
| Grand Father's Name, Surname:-                 | District:-                     |                 |
| Total Number of Family Number:-                | VDC/Municipality:-             | Ward:-          |
| Survey Slip No:-                               | Tole/City:-                    |                 |
| Contact Phone No:- _____                       |                                |                 |

|  |                                     |
|--|-------------------------------------|
| 2. What is the Legal Status of Land where you are staying? 1. Private 2. Organizational/Trust 3. Governmental /Public<br>4. Other..... |                                     |
| 3. Type of Grievance (Tick all that matter)  | Describe In summary about Grievance |



**[For Official Use Only]**

| S.N | Nature of Registered Grievance | Grievances has been Responded or not | If Yes, Grievance Responding Agency   | If no, Recommended Agency   | Approving Officer to forward in upper unit | Informed Date after Responded Or Date of Forwarded to Upper Agency |
|-----|--------------------------------|--------------------------------------|---|---|--|--|
| 1.  |                                | a. Yes<br>b. No<br>c. Recommended    | a. VDC/Municipality<br>b. Resource Center<br>c. DDC<br>d. NRA (National Reconstruction Authority) | a. VDC/Municipality<br>b. Resource Centre<br>c. DDC<br>d. NRA (National Reconstruction Authority) |  |  |
| 2.  |                                | a. Yes<br>b. No<br>c. Recommended    | a. VDC/Municipality<br>b. Resource Center<br>c. DDC<br>d. NRA (National Reconstruction Authority) | a. VDC/Municipality<br>b. Resource Centre<br>c. DDC<br>d. NRA (National Reconstruction Authority) |  |  |
| 3.  |                                | a. Yes<br>b. No<br>c. Recommended    | a. VDC/Municipality<br>b. Resource Center<br>c. DDC<br>d. NRA (National Reconstruction Authority) | a. VDC/Municipality<br>b. Resource Center<br>c. DDC<br>d. NRA (National Reconstruction Authority) |  |  |

Detail of Grievant Responded:- .....

Responding Officer, Name, Surname:- ..... Designation:- .....

.....

Signature ..... Date:- .....