

"Kalaighnar Veettu Vasathi Thittam"

Instructions to Super-checking Officials for the Survey of Huts.

1. As the success of the Kalaighnar Veettu Vasathi Thittam (KVVT) is crucially dependent upon the correctness of the enumeration of thatch-roofed huts done by the Enumeration team, the role of the Super-checking official is very important.
2. As decided in the meeting conducted by the Chief Secretary on 26.1.2010, District Collectors should appoint staff of both RD and Revenue Departments (such as BDOs, Dy.BDOs, AEs/JEs, Overseers, Tahsildars, Dy. Tahsildars, Revenue Inspectors, etc) to act as the Super-checking Officials.
3. Despite the 28 Columns, *the format is actually very simple*. Most of the Columns require to be filled in with only 'Yes'/ 'No' entries or with codes (1, 2, 3 etc). Since the Enumerating Team has already filled in the Columns, it may take not more than 5-7 minutes for a Super-checking official to verify the particulars.
4. There shall be one or more Super-checking officials for each Village Panchayat. When the number of huts in a Village Panchayat is very less, there may be one Super Checking official for several Village Panchayats.

In cases where the number of huts in a Village Panchayat is less than 100, the Super-checking official shall begin his verification work immediately after the Enumerating Team completes the enumeration of all the huts.

If the Village Panchayat has more than 100 huts, then the Super-checking official shall commence his verification work as soon as the

first Volume of the Enumeration Register is written up i.e. after the enumeration of the first 100 huts is finished. (NB. Each Volume of the Enumeration Register can accommodate enumeration entries pertaining to 100 huts).

5. The Super-checking official must first go through the detailed instructions given to the Enumerating Team and familiarise himself thoroughly with the same.
6. He should verify through local enquiry whether the Enumeration Team actually went as a 'team' (and not individually) from Habitation-by-Habitation, Street-by-street, hut-by-hut and **whether any huts have been left out inadvertently or otherwise.**
7. The Super-checking official must verify the correctness of the entry in Column 4 (i.e. the **community** of the household - whether ST, SC, MBC, BC or OC) through local enquiry.
8. The Super-checking official should cross-verify the classification of Government/Poramboke lands in Column 16 in cases of encroachments.

Huts situated in Objectionable Porambokes such as:

- i. All Water Course Porambokes (Rivers, Canals, Tanks, Ponds, Odais etc.).
- ii. All Highways and Road Porambokes (NH/SH/MDR/ODR/PU Roads/Village Panchayat Roads etc.). [NB. Battai and cart-track porambokes will not be treated as 'roads' for this purpose and are not considered 'objectionable'].
- iii. Burial/ Cremation Grounds.
- iv. Reserve Forests and other lands belonging to Forest Department.
- v. Lands belonging to Govt. Departments, including Local Bodies and Undertakings.

shall not be eligible for replacement with permanent houses under KVVT.

All porambokes not belonging to any of the five Categories mentioned above are Unobjectionable porambokes for the purposes of KVVТ.

9. The Super-checking official should, in particular verify the specific conditions leading to **Eligibility/Conditional Eligibility/Ineligibility** of huts for being considered under KVVТ, or whether the case **'Requires Clarification'**.

These are reproduced below:

I. A hut is ELIGIBLE for conversion into a Permanent house under KVVТ provided ALL of the following conditions are satisfied:

1. The hut should have a thatched roof. (*i.e. the reply to Column 8 is 'Yes'*).
2. The hut should not have been let out to a tenant. (*i.e. the reply to Column 10 is 'No'*).
3. It should be a case of 'Clear Title'. (*i.e. reply to Column 20 is 'Yes'*).
4. No resident of the hut should own a Pucca house elsewhere, constructed with own funds or under a Government scheme. (*i.e. reply to Column 22 is 'No'*).
5. Information pertaining to **at least TWO of the following four items** is made available at the time of enumeration:
 - i. Part no. and Serial no. of the Head or any member of the household as per the May 2009 Electoral Rolls.
 - ii. Ration Card No.
 - iii. House-Tax Assessment No., and
 - iv. TNEB Service Connection No. (or 'Hut Light Scheme').

(i.e. The particulars should have been furnished for at least two of the four Columns 7, 11, 12 and 13)

II. A hut is CONDITIONALLY ELIGIBLE for conversion into a Permanent house under KVVV if the following conditions are fulfilled:

1. The hut has a thatched roof. *(i.e. the reply to Column 8 is 'Yes')*,
AND

2. The hut has not been let out to a tenant. *(i.e. the reply to Column 10 is 'No')*, **AND**

3. No resident of the hut owns a Pucca house elsewhere, constructed with own funds or under a Government scheme. *(i.e. reply to Column 22 is 'No')*,

AND EITHER

4. It is a case of 'Clear Title' *(i.e. reply to Column 20 is 'Yes')* AND information pertaining to **only ONE of the following 4 items** is made available at the time of enumeration:

- i. Part no. and Serial no. of the Head or any member of the household as per the May 2009 Electoral Rolls.
- ii. Ration Card No.
- iii. House-Tax Assessment No., and
- iv. TNEB Service Connection No. (or 'Hut Light Scheme').

(i.e. The particulars should have been furnished for only one Column among Columns 7, 11, 12 and 13)

OR

5. It is a case of 'Questionable Title' *(i.e. reply to Column 21 is 'Yes')* / 'Unobjectionable Poramboke' *(i.e. reply to Column 17 is '2')* / 'Institutional land' *(i.e. reply to Column 18 is '1' or '2'..... or '6')* AND information pertaining to **at least ONE of the following 4 items** is made available at the time of enumeration:

- i. Part no. and Serial no. of the Head or any member of the household as per the May 2009 Electoral Rolls.
 - ii. Ration Card No.
 - iii. House-Tax Assessment No., and
 - iv. TNEB Service Connection No. (or 'Hut Light Scheme').
- (i.e. The particulars should have been furnished for at least one Column among Columns 7, 11, 12 and 13)*

III. A hut is INELIGIBLE for conversion into a Permanent house under KVVV if ONE or MORE of the scenarios mentioned underneath are prevailing based on the Survey format:

1. The hut does NOT have a thatched roof *(i.e. the reply to Column 8 is 'No')*.
2. The hut is let out to a tenant *(i.e. the reply to Column 10 is 'Yes')*.
3. The hut is built on an Objectionable Poramboke land *(i.e. reply to Column 17 is '1')*.
4. A resident of the house owns a Pucca house elsewhere constructed with own funds or constructed under a Government Scheme *(i.e. reply to Column 22 is 'Yes')*.
5. Information pertaining to **not even ONE of the following 4 items** is made available at the time of enumeration:
 - i. Part no. and Serial no. of the Head or any member of the household as per the May 2009 Electoral Rolls.
 - ii. Ration Card No.
 - iii. House-Tax Assessment No., and
 - iv. TNEB Service Connection No. (or 'Hut Light Scheme').

(i.e. No information is furnished in Columns 7, 11, 12 and 13)

6. The hut is owned by a Government servant (full-time, part-time, contract appointment, daily wage appointment) including an employee of Local Bodies, PSUs, Boards and other quasi-Government undertakings, or his/her spouse, or by an MP, MLA or Panchayat Raj functionary or his/her spouse. *(An entry to this effect is found in Column 24).*

The Super-checking official should exercise great care before recording his recommendation about the Eligibility/ Conditional Eligibility/ Ineligibility of a hut *and not mechanically endorse the recommendation of the Enumerating Team. In cases where he differs from the recommendation of the Enumerating Team, he should hear the Enumerating Team before recording his recommendation.*

10. There may be cases that, in the opinion of the Enumeration Team, are NOT covered in any of the Scenarios - I to III above. The Enumeration Team may have marked such cases as '4' in Column 26 i.e. cases that '**Require Clarification**'. The correctness of the cases marked as '4' by the Enumeration Team should also be verified by the Super-checking official.

Where the Super-checking official feels that such cases are covered by the existing instructions themselves, he should – **after hearing the Enumeration Team** - modify the recommendation in Column 27 suitably, i.e. record them as Eligible/ Conditionally Eligible/ Ineligible. If even the Super-checking official feels that the case does require clarification, then he should also mark '4' in Column 27 and pose the matter to the BDO (Block Panchayat)/PD, DRDA. **Ultimately, after all the doubts have been clarified, there should be no entry marked '4' in Column 27; i.e. all the entries should be only 1 or 2 or 3.**

11. Column 28: This Column is **to be filled up by the Super-checking Official only.** As already instructed in para 6 of the "General

Instructions to Enumerators”, the Enumeration Team should ensure that the New Door number as per May 2009 Parliamentary Electoral Roll is painted on the hut in all cases where the New Door number found on the hut is not the same as the New Door number as per the Electoral Roll, or where no Door number is found on the hut.

The Super-checking Official should ensure that the Enumeration Team has got the New Door number painted on all the huts as per the instructions, irrespective of whether they are Eligible, Conditionally Eligible, or Ineligible.

If the New Door number as per the Electoral Roll is painted on the hut – (including cases where it had been painted before the enumeration itself and cases where it has been got painted now by the Enumeration Team) – Column 28 should be marked '**Yes**'.

If the New Door number as per the Electoral Roll is still **not** painted on the hut despite the instructions, Column 28 should be marked '**No**' and the Super-checking official should take up the matter with the President as well as the Panchayat Assistant of the Village Panchayat and ensure that the painting of the New Door numbers is done promptly.

[In cases where some New Door numbers as per the Electoral rolls are missing or are patently wrong (e.g. due to printing error in the Electoral rolls), the Village Panchayat may decide upon the appropriate New Door numbers to be allotted and have the same painted on the doors. The Super-checking official must verify such cases also].

12. The Super-checking official should also verify the correctness of the four **Abstracts** drawn up by the Enumerating Team.

13. At times, the resident of the hut may not immediately be able to furnish the Patta or its photocopy and/or other documents such as Ration Card No., TNEB Service Connection No. etc., at the time of the

enumeration. In such cases, **even if he/ she produces the documents before the completion of the enumeration in the Village Panchayat, these should be accepted** and the particulars incorporated in the Enumeration format by the Enumeration Team.

The Superchecking Official is at liberty to entertain the documents even at the time of the super-check and make the necessary corrections - under proper attestation - to the entries made by the Enumerating Team.

14. Similarly, **if a hut is found locked because the residents are temporarily out of station or if they are seasonal migrants who are out of station for several months in a year**, the Enumerating Team must record an entry 'Door found locked' in the Remarks Column of the Enumeration Format (i.e. Column 24). **However, if the absentee resident of the hut returns and produces the documents before the completion of the enumeration in the Village Panchayat, these should be accepted** and the particulars incorporated in the Enumeration Format by the Enumeration Team.

Even if the absentee resident returns before the super-check is completed, the Super-checking Official should still accept the documents and make the necessary corrections - under proper attestation - to the entries made by the Enumerating Team.

If the absentee resident returns to the Village Panchayat AFTER even the Super-check is over, then he/she should apply separately to the BDO(Block Panchayat) who should inquire into such cases individually and who alone shall be competent to decide about the Eligibility as per norms.