

Most Urgent/

Personal Attention

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D.O.Lr.No.1719/SGS-1/2010 dated 09. 03.2010

Dear

Sub: **KVVT** – Arrangements for the Conduct of Main Survey in all Village Panchayats – Instructions issued – regarding.

- Ref: 1. My D.O. Lr.No. 1719/SGS.I/2010 dated 08.03.2010.
2. Minutes of the meeting conducted on 26.1.2010 by the Chief Secretary.
3. Minutes of the meeting conducted on 4.3.2010 by the Hon'ble Chief Minister.

Vide my D.O. letter in the reference 1st cited, the various changes made in the Enumeration Format for the conduct of the Main survey and in the Eligibility criteria were communicated to all Collectors.

As decided in the references 2nd and 3rd cited, the enumeration of huts will be done through a 3-member team comprising the VAO, Panchayat Assistant and Makkal Nala Paniyalar and will be super-checked by officers of both RD and Revenue Departments.

For the conduct of the Main Survey in all the Village Panchayats, the following arrangements will have to be made by the Collector:

- I. Printing of Enumeration Formats for the Main Survey.
- II. Constitution of Enumeration Teams.
- III. Identification of Super-checking Officials.

- IV. Constitution of Master Trainer Teams.
- V. Conduct of at least 2 rounds of training - both for Master Trainer Teams and for Enumeration Teams/Super-checking officials.
- VI. Conduct of the Main Survey.

I. Printing of Enumeration Formats for the Main Survey:

The **soft-copy** of the Enumeration Format for the Main Survey along with the Abstracts and also the Instructions to the Enumerating Teams and Super-checking Officials is being given to all Collectors - as was given during Pilot Survey. **Five hard copies** per District and **one hard copy per Block** are also being given.

The Collector should arrange for the printing of the Enumeration Registers identical to the hard copy furnished:

- i. at the rate of 3 Registers per Village Panchayat** in respect of Tiruvallur, Kancheepuram, Vellore, Tiruvannamalai, Cuddalore, Viluppuram, Thanjavur, Tiruvarur, Nagapattinam, Pudukottai, Tiruchirapalli, Perambalur, Ariyalur, Karur, Namakkal, Salem, Dharmapuri and Krishnagiri Districts in which the number of huts is very large; and
- ii. at the rate of 2.5 Registers per Village Panchayat** in respect of Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Dindigul, Theni, , Tirunelveli, Thoothukudi, Kanniyakumari, and Erode in which the number of huts is medium or less; and
- iii. at the rate of 2 Registers per Village Panchayat** in respect of Coimbatore, Tiruppur and The Nilgiris in which the number of huts is very low.

Illustration 1: Cuddalore District has 681 Village Panchayats. The number of Enumeration Registers for the Main Survey to be printed is $(681 \times 3) = 2,043$. Rounded off to the next higher hundred, this becomes 2,100.

Illustration 2: Ramanathapuram District has 429 Village Panchayats. The number of Enumeration Registers for the Main Survey to be printed is $(429 \times 2.5) = 1073$. Rounded off to the next higher hundred, this becomes 1,100.

Illustration 3: The Nilgiris District has 35 Village Panchayats. The number of Enumeration Registers for the Main Survey to be printed is $(35 \times 2) = 70$. Rounded off to the next higher hundred, this becomes 100.

(If the above number does not suffice, additional Registers can always be printed later on).

The Registers may be printed locally using the interest amount available in the SFC Grant account available with the AD(Panchayats), and this amount may later be recouped from the Funds made available for KVVV Scheme.

The Printing of the Registers should be completed by 12th March, 2010.

The Collector should issue the Registers to Enumerating Teams based on the statement of the estimated number of huts in each Village Panchayat provided to them by the CRD & PR while **retaining a small number as 'buffer' at the District Headquarters.**

II. Constitution of Enumeration Teams for the Main Survey:

As was done during the Pilot Survey, the huts will be enumerated by a 3-member Enumeration Team, which will consist of:

- i. Village Administrative Officer;
- ii. Makkal Nala Paniyalar; and
- iii. Village Panchayat Assistant.

The Collector should **issue proceedings** constituting the Enumeration Team(s) **for each Village Panchayat**. This should be done well before the commencement of the training programme for Enumerators.

All the 3 members of the Enumeration Team are essential and on no account should a Collector constitute Enumeration Teams with less

than 3 members - not even if there are vacancies in the posts of VAO/Panchayat Assistant/Makkal Nala Paniyalar. If there are vacancies in any of these categories, the VAO/Panchayat Assistant/Makkal Nala Paniyalar of the neighbouring villages should be drafted. This may slow down the pace of the enumeration but a 3-member Enumeration Team is mandatory.

Special Arrangements in respect of Village Panchayats with over 500 huts:

If the estimated number of huts in a Village Panchayat exceeds 500, then more than one Enumeration Team for a Village Panchayat may have to be constituted by the Collector at some point of time in order to expedite matters. This is not mandatory but desirable - as otherwise, the enumeration may drag on for 20-45 days in such Village Panchayats. This is likely to happen in the 18 Districts in which the number of huts is very large.

While the original Enumeration Teams of these bigger (i.e. > 500 huts) Village Panchayats should commence the enumeration work along with the other Village Panchayats, they may have to be assisted after a few days by **redeploying members of the Enumeration Teams of Village Panchayats with lesser number of huts (say, 200 or less) where the enumeration work will be completed within a few days.**

As the redeployed persons are not likely to have local knowledge, the strengthening of teams must be done in such a way that there is at least one local official in each Enumeration Team. Thus, it is possible to have a maximum of 3 Enumeration Teams for Village Panchayats with huts exceeding 500:

- i. Enumeration Team 1: Local VAO along with redeployed Panchayat Assistant and Makkal Nala Paniyalar from other Villages.
- ii. Enumeration Team 2: Local Panchayat Assistant along with redeployed VAO and Makkal Nala Paniyalar from other Villages.
- iii. Enumeration Team 3: Local Makkal Nala Paniyalar long with redeployed VAO and Panchayat Assistant from other Villages.

A Village Assistant (Talayari, etc) may be attached to each of these Enumeration Teams to enhance their local knowledge. Each Enumeration Team should be given an integral number (1,2,3 etc) of habitations within a Village Panchayat; in other words, no Team should be given a part of a habitation.

The redeployment of the members of Enumerating Teams to bigger (i.e. > 500 huts) Village Panchayats should be done in stages:

First, the members of the Enumeration Teams of Village Panchayats with 50 huts or less may be redeployed as they are likely to complete their enumeration work in 1 or 2 days.

Second, the members of the Enumeration Teams of Village Panchayats with 51-100 huts, who are likely to complete their work within 2-4 days may be redeployed.

Third, the members of the Enumeration Teams of Village Panchayats with 101-200 huts, who are likely to complete their work within 4-7 days may be redeployed; and so on.

III. Identification of Super-checking Officials for the Main Survey:

There will normally be one Super-checking official for each Village Panchayat if the number of huts is 500 or less. However, where the number of huts in a Village Panchayat is very less, the Collectors should designate one Super-checking official for a cluster of Village Panchayats. Where the number of huts in a Village Panchayat is very high (say, more than 500), then there can even be more than one Super-checking official for each Village Panchayat.

It must be remembered that the Super-checking official is required to do 100% verification of all the entries made by the Enumerating Team. Hence, a very large number of Super-checking officials is required.

The Super-checking officials will be drawn from among the following categories of officials available in the Districts:

- i. Deputy BDOs
- ii. Assistants/RWOs – I.

- iii. Assistant Engineers/ Block Engineers.
- iv. Overseers/JDOs.
- v. Deputy Tahsildars
- vi. Revenue Inspectors including Special RIs.

The Collector need not draft all the officials in these categories. In fact, officials like Dy. Tahsildars in charge of Elections, and essential staff required for the day-to-day functioning of the offices [e.g. Headquarters Dy.Tahsildars of Taluk offices and Dy. BDO (Admin.) and Dy. BDO (Schemes) of Block offices] should **not** be drafted.

The Collector should **issue proceedings** specifying the Super-checking officials **for each Village Panchayat or group of Village Panchayats**. This should be done well before the commencement of the training programme for Enumerators.

As there is likely to be a shortage of Super-checking officials, the Collector may INITIALLY issue proceedings for Super-checking officials only in respect of Village Panchayats in which the estimated number of huts is 200 or less. The Collector may allocate one or more Village Panchayats to Super-checking officials in such a manner that, on an average, their workload is roughly the same. For this purpose, the Collector may divide the total number of huts in Village Panchayats with 200 or less huts by the total number of Super-checking officials available in order to arrive at the average workload to be given to each Super-checking official. **It should be ensured that a Super-checking official gets an integral number (1, 2, 3, etc) of Village Panchayats; in other words, a fraction of a Village Panchayat should not be allotted to any Super-checking official.**

After their work in the below-200 huts-Village Panchayats is completed, the same set of officials may later move on to Village Panchayats with 201-500 huts and then to Village Panchayats with > 500 huts. **For Village Panchayats with 201-500 huts, a Super-checking official should be allotted only one Village Panchayat.**

The "no-fractional-village-rule" may be relaxed only in respect of Village Panchayats with more than 500 huts where the workload may be too heavy for one Super-checking official. In respect of such Village Panchayats, there may be one Super-checking official for each Enumerating Team.

The Collector should prepare the list of all the Super-checking Officials as discussed above, **Block-wise**. Revenue functionaries like Dy. Tahsildars and RIs should be counted in the Block in which the major portion of their jurisdiction lies. The Special RIs should be counted in the Block where their Headquarters lies.

IV. Constitution of Master Trainer Teams:

The Master Trainers should be drawn from the following categories of officers:

- i. All Assistant Director-level officers of RD Department including APOs of DRDA and Mahalir Thittam and Lecturers of RIRDs.
- ii. All Assistant Executive Engineers (RD).
- iii. All BDOs (Block Panchayat) and BDOs (Village Panchayats).
- iv. Such Deputy Collector-level officers of Revenue Department including RDOs as may be decided by the Collector.
- v. Such Tahsildar-level officers as may be decided by the Collector.

The Collector shall constitute 3-member Teams of Master Trainers in such a manner that **each such Team has 1 member from the Revenue Department and 2 members from RD Department.**

For the training to be meaningful and effective, it is necessary to ensure that **each Master Trainer Team is required to train the members of the Enumerating Teams and Super-checking officials of not more than 15 Village Panchayats at a time.**

Based on the above ratio and depending upon the number of Village Panchayats in each Block, the Collector should **draw up proceedings** specifying the Master Trainer Teams and the names of Village Panchayats allotted to them. **If adequate number of 3-member Master Trainer Teams are not available, the same Team(s) may have to impart training in batches of upto 15 Village Panchayats at a time.**

All the 3 members of the Master Trainer Team are essential and on no account should a Collector constitute Teams with less than 3 Members.

V. Conduct of at least 2 rounds of training - both for Master Trainer Teams and for Enumeration Teams/Super-checking officials:

In view of the fact that the correctness of the Main Survey is critical to the successful implementation of Kalaingar Veettu Vasathi Thittam, and the survey can be done correctly only if the Enumerators and Super-checking officials are thoroughly trained, it is necessary to organise **TWO ROUNDS** of training to the Master Trainer Teams as well as the Enumerating Teams/Super-checking officials. **Doing the survey correctly the first time is much easier than rectifying the mistakes later on.**

The Training Schedule shall be drawn up as follows:

1. **First round** of training by the Collector, DRO and PD, DRDA for all the members of the **Master Trainer Teams**.
2. **First round** of training by the individual Master Trainer Teams to batches of **Enumerating Teams/Super-checking officials** of upto 15 Village Panchayats at a time.
3. **Second round** of training by the Collector, DRO and PD, DRDA for all the members of the Master Trainer Teams.
4. **Second round** of training by the individual Master Trainer Teams to (the same) batches of Enumerating Teams/Super-checking officials of upto 15 Village Panchayats at a time already trained by them.

The first and second round of training for all the Master Trainer Teams should be conducted at the district level **by the Collector personally**. Each round of training should be for a **whole day**. Copies of the Enumeration Registers should be given to each Member of the Master Trainer Teams at the time of the first round of training. The training should be exhaustive and interactive and all doubts should be clarified by the Collector. The Collector should also ask questions on various aspects of the Enumeration and Eligibility criteria and satisfy himself that these have been fully understood by all the members of all the Master Trainer Teams; otherwise, the Master Trainers may well impart the wrong training to the Enumerators and Super-checking officials.

N.B. The Enumerators and Super-checking officials of the Pilot Village Panchayats should be invited to be present at the first round of training for Master Trainers at the District level - partly for experience sharing and partly to apprise them of the changes made in the Enumeration Format and Eligibility conditions - before they are asked to rewrite the results of the survey in the new Enumeration Registers.

The first and second rounds of training for various batches of Enumerating Teams/Super-checking officials by the individual Master Trainer Teams should be conducted at the **Block level** - in different venues such as Block office, Taluk office, Community halls, etc. Each round of training should be for a **whole day**. Copies of the Enumeration Registers should be given to each member of the Enumeration Teams and also to Super-checking officials at the time of the first round of training. The training should be exhaustive and interactive and all doubts should be clarified by the Master Trainers. The Master Trainers should also ask questions on various aspects of the Enumeration and Eligibility criteria and satisfy themselves that these have been fully understood by all the Enumerators and Super-checking officials. This is important. Otherwise, the Enumerators and Super-checking officials may end up doing the survey wrongly which will take an enormous amount of time and effort to rectify.

All Collectors should keep the CRD&PR posted before 15.3.2010 about the dates of the first and second rounds of training of the Master Trainers and of the Enumerators/Super-checking officials.

The entire Training Programme should be completed before 26.3.2010.

The Main Survey should be commenced throughout the State from 29.3.2010 onwards.

VI. Conduct of the Main Survey:

Before the commencement of the Main Survey, the Collector should give a Press Release informing the public about the date of commencement of the survey and requesting them to assist the Enumerators through the prompt production of all the relevant documents. (A model form of the Press Release will be furnished by the CRD&PR).

Based on the lessons learnt from the Pilot Survey, it is directed that **the Enumerating Teams should be asked to come to the Block office AFTER DOING ONE DAY OF ENUMERATION, and get the entries in the Enumeration Register vetted by the Master Trainers allotted to the Block.** *This is necessary because mistakes, if any, being committed by the Enumerators can be detected and rectified in the initial stage itself, and the Enumerators can be put on the right path. If this is not done, and the mistakes are pointed out after 200/500/1,000 etc entries are done, it becomes very difficult to rectify the mistakes at that late stage.*

Therefore, assuming that the Main Survey is commenced in all Village Panchayats on 29.3.2010, **the Enumerating Teams should report before the Master Trainers at the respective Block offices on 30.3.2010 along with the Enumeration Registers and supporting documents like Electoral Rolls, A Register and House Tax Assessment Register.**

The Master Trainers should go through each of the entries made, verify their correctness vis-a-vis the instructions given, and guide the Enumerators suitably. **This 'vetting exercise' should be done in one go, and the Registers and other documents should be returned to the Enumerators the same day so that the latter may resume the survey from 31.3.2010.**

Apart from the Super-check, there should also be a continuous "**Test Check**" of the Enumeration as well as of the super-checking work of the Village Panchayats from the very first day onwards by the Members of the Master

Trainer Teams besides the PD, DRDA and DRO. The Collector should also personally 'Test Check' the Enumeration as well as super-checking work and hold **weekly reviews** (during the period of the Main Survey) with the officials to monitor the quantum as well as the quality of work undertaken.

The Collectors of Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Dindigul, Theni, , Tirunelveli, Thoothukudi, Kanniyakumari, Erode, Coimbatore, Tiruppur and The Nilgiris districts in which the number of huts is medium or less should complete Enumeration as well as the Super-checking exercise **by 30.4.2010**.

The Collectors of Tiruvallur, Kancheepuram, Vellore, Tiruvannamalai, Cuddalore, Viluppuram, Thanjavur, Tiruvarur, Nagapattinam, Pudukottai, Tiruchirapalli, Perambalur, Ariyalur, Karur, Namakkal, Salem, Dharmapuri and Krishnagiri Districts in which the number of huts is very large should complete Enumeration as well as the Super-checking exercise **by 15.5.2010**.

Exceptions:

In 2011, 25 Village Panchayats of Kancheepuram and Tiruvallur districts will be merged with Chennai Corporation; 61 Village Panchayats with Vellore Corporation; 7 Village Panchayats with Erode Coporation; 10 Village Panchayats with Tuticorin Corporation and 8 Village Panchayats with Tiruppur Corporation. It has been decided to omit these Village Panchayats from KVVT as the Scheme can be implemented at the most for 1 year and the cost of construction is very high in such urbanised Panchayats. The list of such Village Panchayats will be communicated to the concerned Collectors by the CRD&PR. No enumeration of huts need be done in these Village Panchayats.

All the huts within 1 kilometre from the coastline are being replaced with permanent houses under the Tsunami Rehabilitation Programmes (RGRP and VRCCP). 30 of the 236 Coastal Village Panchayats in the State lie fully within 1 km from the coastline and these may be omitted from KVVT. **In the remaining 206 coastal Village Panchayats, huts may be replaced with permanent houses ONLY in the habitations that lie beyond 1 kilometre from the coastline.** The list of such habitations will be communicated to the concerned Collectors by the CRD&PR.

To conclude, success of KVVVT will depend crucially upon the correctness of the Enumeration work. The data now collected will serve as the basis for the allotment of permanent houses in lieu of huts for the next 6 years. Wrong enumeration may result in eligible beneficiaries being left out or ineligible beneficiaries being included. The pace and quality of the Enumeration exercise will depend upon the amount of interest and initiative shown by the District Collector. You are therefore requested to go through the above instructions more than once, and ensure the successful completion of the Enumeration as well as the Super-checking exercise well before the target date.

Yours Sincerely,

To

All District Collectors