

"Kalaingar Veettu Vasathi Thittam"

Instructions to Enumerators for the Survey of Huts

This is a very simple format. Most of the Columns are only to be filled in by making 'Yes'/'No' entries or indicating the code (1, 2, 3 etc). It may take not more than 10-12 minutes to fill up the particulars pertaining to each hut if the documents required are readily available for verification.

General Instructions:

- 1) **All the houses** in a Village Panchayat are **NOT** to be enumerated. **Only the huts with Thatched Roof**, irrespective of the type of the walls, in which the **people are actually residing**, should be enumerated.

Thatched structures used for animals, shops or any other non-residential purposes should **NOT** be enumerated.

It must be ensured that thatch is not put over existing tiled or metal sheet or ACC or RCC roofs; in other words, the roofs must be genuinely thatched.

Houses which have partly tiled or metal sheet or ACC or RCC roof and partly thatched roof should NOT be enumerated.

- 2) The huts in each Village Panchayat will be enumerated by a **3-member Enumeration Team**, which will comprise of:
 - i) Village Administrative Officer;
 - ii) Makkal Nala Paniyalar; and
 - iii) Village Panchayat Assistant.

They should do the enumeration as a '**team**' and not individually, and **all the three** must sign and write their name and date at the bottom

of each page of the enumeration sheet. [For Village Panchayats with a very large number of huts, there MAY be more than one Enumeration Team. Instructions regarding this will be issued separately].

The Enumeration Team **should carry the following registers/documents** with them at the time of the survey:

- i) The House Tax Assessment Register.
 - ii) The A Register or the Adangal.
 - iii) The extract of the May 2009 Electoral Rolls **pertaining to the Village Panchayat.**
- 3) There will be one **Super-checking official** for each Enumeration Team **who shall verify the correctness of all the entries made by the Enumeration Team.** However, the Enumeration Team should ensure that there are no mistakes or omissions in their work as far as possible. In addition, 'test checks' will also be done by higher officials.
- 4) The enumeration of huts in each Village Panchayat should be done **Habitation-wise** - and within a Habitation, street-wise or locality-wise if such street/locality names exist. The name of the particular Habitation and the date(s) of undertaking the enumeration in the Habitation must be clearly written on each page of the Enumeration Register.

The list of Habitations in each Village Panchayat has already been prepared for the National Rural Employment Guarantee Scheme (NREGS) and is available at www.tnrd.gov.in. This list should form the basis for enumeration of huts.

If any habitation is, by chance, missing in the list, the Enumeration Team should still go ahead with the enumeration, and it shall be the responsibility of the Panchayat Assistant to report the omission to the BDO (Village Panchayats).

After the enumeration of huts is over in a particular Habitation, the enumeration in the next Habitation should be done in a new page of the Enumeration Register.

- 5) Before commencing the enumeration, the Enumeration team should obtain a copy of the **Electoral Rolls** used for **the May, 2009 Parliamentary Elections pertaining to the Village Panchayat concerned**. The Electoral Rolls are over 99.9% accurate with regard to houses and will be used as the benchmark for determining the 'genuineness' of a hut.
- 6) The **Door number** of a house is the critical parameter for identifying a house.
 - For the purpose of enumeration of huts under Kalaignar Veettu Vasathi Thittam, the New Door number and the Old Door number, as found in the May 2009 Parliamentary Electoral Roll shall be taken as the basis. This is because the Electoral Roll is a tried-and-trusted public document which is **updated periodically** by a door-to-door verification.
 - The hut should normally be bearing the New Door number as found in the Electoral Roll. However, in practice, the hut may or may not be bearing the New Door number. It may still be bearing the Old Door number or it may be bearing some other Door number. It is also possible that it may not be bearing any Door number at all.
 - In all cases where the hut has no Door number or bears a Door number different from the New Door number as per the Electoral Roll, **the Enumeration Team should make arrangements to paint the New Door number as per the Electoral Roll on the door of the hut**. Thus, at the end of enumeration, **all the huts in a Village Panchayat should have the New Door numbers, as existing in the Electoral Rolls, painted on them**. 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 expenditure for the painting of the New Door numbers shall be borne from the Village Panchayat funds.

The above instructions relating to the painting of New Door numbers will, for the time being, **apply to huts only**. Instructions for other types of houses will be issued in due course.

The Panchayat Assistant should ensure that the same New Door numbers are also entered in his House Tax Assessment Register, if not done already.

- 7) It is important to note that in the Electoral Rolls, the Door numbers – both New and Old - are often prefixed with the Village Panchayat Ward number.

e.g. Door No. 25 in Ward 1 may be shown in the Electoral Rolls as 1-25 or 1/25. **The prefix in the form of the Ward number should be ignored, and only the Door number proper should be entered in the Enumeration Format, and also painted on the hut, if not painted already.**

Illustration:

The New Door number as per the Electoral Rolls is 2-51 (or 2/51). Here the prefix 2 refers to Village Panchayat Ward number 2. The door number proper is 51. '51' should be entered in Column 5 of the Enumeration Format, as well as painted on door of the hut, if not painted already.

- 8) A house mostly has one household (or family) residing in it. But occasionally, more than one household may be living in a house. **It must be noted that 'Kalaignar Veettu Vasadhi Thittam' aims at**

replacing a thatched roof house (hut) with a permanent house – and NOT at providing one house for each household.

- 9) 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.

- 10) 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.

Guidelines for filling up the Enumeration Format

Column No. 2: A Village Panchayat is typically divided into Habitations. A Habitation depending on its size may have various local street names or locality names. Enumeration should be done Habitation-wise - and within a Habitation, street-wise or locality-wise. The local name of the street or locality wherever it exists should be filled up in Column 2; where no such name exists, a dash (--) may be put.

Column 3: Write down the name of the Head of the household (i.e. family) residing in the hut **along with the father's/husband's name** (to facilitate easy identification).

Column 4: Write the Community (ST/ SC/ MBC/ BC/ OC) of the occupant household. The term 'MBC' includes the Denotified Communities. The Community should be ascertained by local enquiry, particularly by the VAO, who is a member of the team.

Columns 5, 6 and 7: All these 3 Columns should be filled **compulsorily** with respect to **the May 2009 Parliamentary Electoral Rolls** relating to the Village Panchayat.

While writing down the **New Door number** as per the Electoral Rolls, ignore the prefix referring to the Ward number and enter only the New Door number proper - as already explained in para 7 of 'General Instructions'.

Write down the **Old Door number** as per the Electoral Rolls in Column 6. As before, ignore the prefix relating to the Ward number and enter only the Old Door number proper.

Write down the **Part No. and Serial No.** of the Head of the household as per the May, 2009 Electoral Rolls in Column 7. A 'Part' in the Electoral Rolls corresponds to a Polling Station and there are running Serial numbers (from 1 till the last) for the whole Part. If the name of the Head of the household is missing in the electoral Rolls, the Part No. and Serial No. of any other member of the household, who is registered as a voter should be mentioned over here.

Column 8: If the house has a thatched roof, mark 'Yes'. The thatched roof could be of any type such as coconut leaves, palm leaves, paddy straw or any other type of thatch. However, it should be a pure thatched roof, and not a thatched cover over any other type of roof like RCC-roof/ country-tiled roof/Mangalore-tiled roof/AC sheet roof/any metal sheet roof.

If the house does not have a purely thatched roof, mark 'No'. **In fact, non-thatch roofed houses should not be enumerated at all but if by mistake, entries have been made upto Column 8, no further entries should be made.**

Column 9: If reply to the previous column is 'Yes', (i.e. for all cases of thatched roof), proceed to fill up this column as follows –

If the walls are made of **mud**, mark '1';

if the walls are made of **unburnt bricks**, mark '2';

if the walls are made of **burnt bricks**, mark '3';

if the walls are made of **any other material**, mark '4' and write down in brackets the material used in the wall.

If more than one type of material is used in the wall, write down that type which is predominantly used. For example, a wall may be a combination of mud, unburnt bricks and burnt bricks. But the predominant wall material may be mud. In that case, it should be marked '1'.

Column 10: If the hut being enumerated is leased out to a tenant household, mark 'Yes'; else mark 'No'.

All cases where the huts are let out to tenants are not to be enumerated further.

Column 11: Write down the Ration Card No. of the household.

Column 12: Write down the House Tax Assessment number of the house which is available in the House Tax Assessment Register.

Column 13: Write down the TNEB Service Connection number after physically verifying the number on the meter board or the meter reading card available with the household. If the hut has TNEB connection under 'One hut One light Scheme' and no EB service number is allotted, mention 'Hut Light Scheme' in this column.

Column 14: The approximate **area** (in **square feet**) of the **plot** on which the hut is located should be entered here. It is reiterated that only the area of the plot (and not the area of the hut) should be indicated. The measuring tape available with the Makkal Nala Panniyalar can be used to measure the approximate area of the plot.

Column 15: If the hut is constructed on a Government/Poramboke land as per the Revenue records, mark it as 'Yes'; else, mark it as 'No'.

Column 16: If the hut has been constructed on Government/Poramboke land, the actual **classification of the land**, as available in the **Revenue Records** with the VAO, should be mentioned in this Column. If this Column is not applicable, put a dash.

Column 17: If the land on which the hut is built is on an **Objectionable Poramboke**, mark it as '1' and if it is an **Unobjectionable Poramboke**, mark it as '2'.

Huts built on 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 to be replaced with permanent houses under KVVVT.

All Porambokes **not** belonging to any of the 5 Categories mentioned above are Unobjectionable porambokes for purposes of KVVVT. Huts in Unobjectionable Porambokes may be considered under KVVVT provided the encroachments are regularised by Revenue authorities and Pattas are given. This issue will be taken up later. For the moment, it is enough if all such cases are enumerated.

If this Column is not applicable, put a dash.

Column 18: If the land on which the hut is built belongs to an institution such as 1.Church or 2.Mosque or 3.Temple or 4.Mutt or 5.Chattiram or 6.Any similar institution (to be specified), mark the corresponding Category as 1, 2 ,3,...or 6. If this Column is not applicable, put a dash. Sometimes, these institutions - while being unwilling to transfer the title to the land to the occupier - may be willing to give a NOC for the construction of permanent houses *in situ*.

Huts on lands owned by the Institutions concerned may be considered under KVVТ provided the householder is able to get an express written NOC from an authorised person of such Institutions. This issue will be taken up later. For the moment, it is enough if all such cases are enumerated.

Column 19: For all private lands, the name of the Pattadar/ Title deed holder of the plot is to be mentioned after **actually verifying this** from the Patta/Title deed. If the original of the Patta/Title deed is not immediately available for any reason, then a photocopy or certified copy of the same may be accepted provisionally for verification purposes. The originals can be verified later on.

Column 20: In land matters, cases of '**Clear Title**' may not be easy to come by. It is therefore necessary to be as liberal as possible while defining 'Clear Title' without at the same time making way for litigation. Cases of 'Clear Title' are of **three types**:

(i) Cases where the Patta/Title deed for the plot on which the hut is constructed is in the name of the Head or any other member of the household **actually residing in the hut**. Even if the Patta/Title deed is jointly in the name of the Head/member of the household residing in the hut and someone else, such cases should also be treated as 'Clear Title'.

***Illustration 1:** 'A' is residing in a hut along with his family. The Patta for the plot is in his name. This is a case of 'Clear Title'.*

***Illustration 2:** 'A' is residing in a hut along with his wife 'B' and children. The Patta for the plot is the name of the wife 'B'. This is also a case of 'Clear Title'.*

***Illustration 3:** 'A', 'B', and 'C' are joint pattadars for a plot. 'A' is residing along with his family in a hut on the plot while 'B' and 'C' are residing elsewhere. Even though 'A' is only a joint pattadar here, this should be treated as a case of 'Clear Title'.*

(ii) Cases where the Patta/Title deed is NOT in the name of any of the residents of the hut, but is in the name of a **blood relative** (grandparent/parent/sibling/child) with whose express/implicit consent and without legal dispute of any kind, the occupants are residing in the hut are also deemed to be cases of 'Clear Title'.

***Illustration 1:** The Patta for the plot is in the name of the father but the hut is occupied by the son's family with the father's express/implied consent and local enquiry reveals that there is no legal dispute of any kind. This should be treated as a case of 'Clear Title'.*

***Illustration 2:** The Patta for the plot is in the name of the deceased grandfather of the occupant of the hut. Local enquiry reveals that there is no objection to, or any kind of legal dispute about the grandson residing in the hut in the concerned plot. This should be treated as a case of 'Clear Title'.*

***Illustration 3:** The Patta for the plot is in the name of the son but the hut is occupied by the son's parents with the son's express/implied consent and local enquiry reveals that there is no legal dispute of any kind. This should be treated as a case of 'Clear Title'.*

(iii) Cases where the title to the plot has already been transferred to any resident member by a **registered transfer deed** - but the Revenue records still show the name of the previous owner due to delays in carrying out changes - are also deemed to be cases of 'Clear Title'.

***Illustration:** 'A' has sold his plot to 'B' who, in turn, has sold it to 'C'. The Revenue records may still show 'A' as the owner of the plot due to delays in carrying out changes. If 'C' produces the registered sale deeds to show that he bought the plot from 'B' and that 'B' had bought it from 'A', then, after verification of these records, it can be treated as a case of 'Clear Title'.*

If the Patta/Title deed of a plot belonging to any of the Categories (i) to (iii) above has been mortgaged to a bank/money-lender, such a case should also be classified as a case of 'Clear Title' since the Title has not been transferred to the bank/money-lender and there is a distinct possibility of the owner of the Title retrieving the property.

The Enumerating Team should **actually verify** the Patta/Title deed before marking 'Yes'/'No' under this Column. As already stated, if the original of the Patta/Title deed is not immediately available for any reason, then a photocopy or certified copy of the same may be accepted provisionally for verification purposes. **However photocopies of the Patta/Title deed need not be collected at this stage.** The household may be requested to keep a photocopy of the same ready for submission at a later date.

Column 21: All cases of ownership other than the cases of 'Clear Title' as defined above shall be considered cases of 'Questionable Title'. These may include, among others:

(i) cases where the Patta/Title Deed of the plot is in the name of a **blood relative** but there is a **legal dispute** regarding the occupants residing in the hut; and

(ii) cases where the Patta/Title Deed of the plot is **NOT** in the name of any of the residents of the hut or any of their blood relatives but is in the name of some third party with or without whose consent, the occupants have put up the hut on the plot.

***Illustration 1:** 'A' is residing in a hut, but the Patta for the plot is in the name of his brother 'B'. There is a legal dispute between the two brothers regarding A's occupation of the hut on B's plot. This must be treated as a case of 'Questionable Title'*

***Illustration 2:** 'A' is an agricultural labourer residing in a hut put up on land belonging to the landowner 'B' **without B's consent**. This should be treated as a case of 'Questionable Title' as far as 'A' is concerned.*

*N.B. Even if 'A' had put up the hut on land belonging to 'B' **with B's consent**, it would still be a case of 'Questionable Title' as far as 'A' is concerned.*

Illustration 3: *'A' is a brick-kiln worker residing in a hut put up on land belonging to the brick-kiln owner 'B' with B's consent. This should be treated as a case of 'Questionable Title' as far as 'A' is concerned.*

Illustration 4: *'A' is a labourer working under a contractor 'B' who is putting up a factory on C's land. 'A' has put up a temporary hut on C's land, with C's consent, for the duration of the construction. This should be treated as a case of 'Questionable Title' as far as 'A' is concerned.*

In a few rare instances cases of 'Questionable Title' may become eligible if they are converted into cases of 'Clear Title' in one of the following 3 ways:

- (i) By execution of a **registered transfer deed** in favour of a resident of the hut by the actual owner of the plot.
- (ii) By an **order or decree of the competent Civil Court** declaring the resident to have become the owner of the plot by adverse possession for more than 12 years.
- (iii) In the case of a legal dispute between blood relatives, by the production of a copy of the Court order whose authenticity should be duly verified or by a letter from the actual owner of the plot **duly attested by a notary public** that the dispute between him and the actual occupant of the hut has been fully and satisfactorily resolved. [N. B. A self-serving letter from the occupant of the hut to the effect that the dispute has been resolved should not be accepted. Similarly, a letter purportedly from the owner of the land unattested by a notary public should also not be accepted as there is the risk of forgery].

For the moment, it is enough if all cases of 'Questionable Title' are enumerated.

[For the non-ownership cases, mark a dash under Columns 19, 20, 21].

Columns 22 and 23: A **Pucca house** for this purpose is one with Concrete/Tiled/Asbestos/GI-or-any metal sheet **roofing** with Brick/Stone/Concrete **walls**.

If any **RESIDENT** of the hut **OWNS** a Pucca house **elsewhere**, constructed with own funds or under a Government scheme (such as IAY, Samathuvapuram, Schemes of Tribal Welfare Department, Tsunami Rehabilitation Programmes etc.), write 'Yes' in this column and furnish the details pertaining to address of the Pucca house owned, source of its funding, etc in Column 23.

***Illustration 1:** Four persons – husband, wife, son, daughter – are residing in a hut. The son was allotted a pucca house under Samathuvapuram in the same (or neighbouring) Village Panchayat in 2001. He has rented out the Samathuvapuram house and is continuing to stay in the hut under enumeration. This household is NOT eligible for a permanent house under KVVVT in lieu of their hut.*

***Illustration 2:** There are four members of a household – husband, wife, son, daughter – but only the husband, wife and daughter are residing in the hut. The son is residing separately in, say, a Pucca House allotted under Samathuvapuram in the same (or neighbouring) Village Panchayat in 2001. Even though the son has a pucca house under Samathuvapuram, the household is still ELIGIBLE for a permanent house under KVVVT in lieu of their hut because the son is NOT RESIDING in the hut.*

Thus residence in the hut is the key. If a non-resident member of the hut owns a pucca house elsewhere, it shall not debar the actual residents of the hut from getting a permanent house under KVVVT.

Column 24: The Enumeration Team should **record any other remarks not captured by any of the earlier Columns** in Column 24. One fact which **must** be recorded by the Enumeration Team in this Column is whether the owner of the hut is:

- i. A retired or serving Government servant (full-time, part-time, contract appointment, daily wage appointment) including an employee of Local Bodies, PSUs, Government Aided Institutions, Boards and any other quasi-Government undertakings, or his/her spouse, OR
- ii. An MP, MLA or Local Body functionary or his/her spouse.

If, during the time of Enumeration, the Hut is found locked as the residents of the Hut have temporarily migrated, it will not be possible to get many of the details required in the Enumeration Format. Also, signature/thumb impression of the occupant cannot be taken in Column 25. All such cases should be recorded as 'Door Locked' in this Column. At the end of the Enumeration, the Super-checking official should **particularly verify the correctness of all these 'Door Locked' cases and confirm the same**. If, at a later date, the migrant family returns to stay in the village, they should **apply separately to the BDO(Block Panchayat)** who should inquire into such cases individually and who alone shall be competent to decide about their Eligibility as per norms.

Column 25: Obtain the signature/thumb impression of the head of the household. In case he/she is not available, signature should be obtained from any other adult member of the household.

Column 26: The Enumerating Team should indicate whether the hut is 1. **Eligible** or 2. **Conditionally Eligible** or 3. **Ineligible** or 4. **is a case requiring clarification**. A given hut can fall under only one of the categories.

I. A hut is ELIGIBLE for conversion into a Permanent house under KVVVT 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 KVVVT 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 retired or serving Government servant (full-time, part-time, contract appointment, daily wage appointment) including an employee of Local Bodies, PSUs, Government Aided Institutions, Boards and any other quasi-Government undertakings, or his/her spouse, or by an MP, MLA or Local Body functionary or his/her spouse. (*An entry to this effect is found in Column 24*).

The Enumeration Team should exercise great care before recording its recommendation about the Eligibility/ Conditional Eligibility/ Ineligibility of a hut.

IV. 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, then, mark such cases as '4' in Column 26 i.e. cases that 'Require Clarification'. This should be done only in those rare cases not contemplated by the present instructions.

Column 27: The **Super-checking official** should do **100% verification of all the huts** as to whether the Enumerating Team has filled in all the Columns correctly, and especially whether the Enumeration Team has recorded its recommendation about the Eligibility/ Conditional Eligibility/ Ineligibility of a hut correctly.

The correctness of the cases marked as '4' in Column 26 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.**

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", 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.

Abstracts: After the enumeration work is over, the Enumeration Team should carefully prepare the 4 Abstracts annexed to these Instructions.

Abstract 1: Habitation-wise Abstract of Numbers of Eligible/Conditionally Eligible/Ineligible huts for consideration under KVVVT.

Abstract 2: Habitation-wise Abstract of Numbers of Ineligible huts in the Village Panchayat – Cause-wise.

Abstract 3: Habitation-wise Abstract of huts requiring further action in order to become eligible.

Abstract 4: Habitation-wise Abstract showing Availability of New Door numbers on the huts.

Super-check: 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. It shall be the responsibility of the Enumeration Team to hand over the Enumeration Register(s) to the Super-checking official(s) without any delay.

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).