

Guidelines on the Demand Survey Process

1. Awareness:

Initial step is to generate enough awareness about different verticals of PMAY amongst public so that they can choose the component under PMAY which suits their housing requirement. They should be made aware of the Documents necessary to be attached with the application, place and time of form collection on fixed dates. The entire month of "MAY" shall be spent on Awareness of the above- through various methods as mentioned in the subsequent points below.

Conduct Municipal Board/Town Committee Level meetings attended by Chairperson, all Ward Members, executive officer and the ULB engineer to discuss the overall strategy & plan of the demand survey. The GP Presidents of all GPs falling under the Planning Area, if applicable, to attend the meeting. The Dy. Director/ Asst. Director/ ADC & the DLTC staff to attend this meeting. The MP & MLA(s) of the area shall be invited/ informed about this meeting.

Identify other potential people who can do awareness such as

- a. Staff of other Missions
- b. SHG members aligned with NULM, if available
- c. NGO Staff
- d. Local College Students
- e. Area Level federation of SHGs, wherever available.

Formation and execution of an ULB Level Awareness Plan

- a. Hoardings at main Tinalis and Charialis of the town.
- b. Information Boards/ Posters in Key Locations like DC Office, MB/TC office, Circle office, SRO, Post Office, Bus Stand etc.
- c. Street Plays promoting Awareness of the mission.
- d. Use of existing ULB infrastructure like PA systems, Jana Sanjyog etc.
- e. Posters and leaflets containing details of the mission/scheme along with details such as Documents necessary for Survey, Place and time of Application Form Collection.
- f. Application forms and Brochures may be distributed to local DTP centres, CSC/Arunodaya Kendras

The funds for this purpose will be provided by PMAY Mission Directorate to the ULB accounts.

The Mission at the State level will release Newspaper Advertisements, Press Releases, TV Talk Shows etc. The Mission will also release a PMAY App that will be popularized

giving details of the scheme & eligibility. It can be downloaded by searching **PMAY-U Assam** in Google **Playstore**.

How to access application forms?

The Application forms will be available through different media such as

- Municipal Board/ Town Committee Office/special camps for Form distribution.
- Ward members may distribute application forms during house to house visits.
- PMAY websites- www.pmayuassam.in
- **PMAY-U Assam** Mobile app
- Newspaper advertisements.

Tentative time frame for the activity: 20 days (May 11th to May 30th)

2. Data Collection:

All over the state, **June 1 to 7** has been planned to start collection of application forms with attached documents at Municipal Board/ Town Committee Offices. Forms will be available via multiple sources as mentioned above and citizens can collect them from any of the sources. Citizens shall fill up the forms and submit the duly filled forms along with the required documents at the ULB.

This step is very crucial data collected needs to be entered into MIS softwares and Detailed Project Reports which will be verified by External agencies deputed by Government of India. Hence this step must be carefully planned and executed by the ULB.

I. Preparatory Activities

1. Provides **space** required for data collection.
2. Organise **infrastructure**(Table, Chair) for demand survey.
3. Engage necessary **manpower** for data collection.
4. **Train Manpower** on Data Collection process.

The Detailed procedure for form collection is planned in the following manner by setting up counters on the above-mentioned dates to make it more systematic and convenient to the public coming to Municipal Board/Town Committee offices for submitting application form.

- a. **Help desk counter** (May I help you) – To answer queries about demand survey process and PMAY program.
- b. **Counter to help in Completion of all details in the forms** – To make sure that all the entries especially COMPULSORY ITEMS in forms are correctly filled.

c. Document Verification –

- I. To verify if documents are collected as per checklist.
- II. To verify the correctness of the following fields as this information is necessary for future retrieval.
 - 1. Photo**
 - 2. Voter ID**
 - 3. Bank passbook (Vertical 2, 3 & 4)**
 - 4. Land Document Copy for Beneficiary led Construction**
 - 5. Mobile Number**

Check the filled form against the above documents (Consistency in name in all the fields etc)

- d. Document Collection** - To collect the forms along with the required documents. Another level of scrutiny of the Forms for completeness.

Final Verification of Forms by ULB Engineer

The final verification of collected application forms and the attached documents must be verified by the ULB Engineer who is the Supervisor for the entire process as per Government of India Guidelines.

Further, the forms must be arranged sequentially in a safe place in wardwise manner for data entry.

Tentative Time frame: **7 days (June 1st to 7th)**

Administrative Responsibilities: **Executive Officer assisted by ULB Engineer.**

3. Data Entry

The collected forms must be entered into the State MIS software.

Preparatory Activities

1. Organize space required for storing Surveyed forms before data entry.
2. Organise Computer (Desktop/Laptop), table & chair for data entry.
3. Organise Internet connection for the computer.
4. Engage necessary manpower for data entry.
5. Train Manpower on Data Entry.

Data Entry

1. Data must be entered into the State MIS software.
2. Documents must be scanned/photographed and uploaded into the State MIS software.
3. ULB Engineer must verify the data in the software system.

Tentative Time frame: **10 days (June 2nd to 11th)**

Administrative Responsibilities:**Executive Officer assisted by ULB Engineer.ULB may engage data entry operators for the purpose.**

4. Photo capture

This activity will be executed using the State PMAY App. This needs field level ULB staff (Tax Collectors, Tax Daroga) or College students/NGOs. They are called as Surveyors. The surveyor takes the photographs after the field verification in a ward-wise manner based on the application forms collected. They will collect the photograph of the Kaccha house of the BLC(New) Beneficiary and Semi-Pucca house for BLC(enhancement) with the beneficiary and one government employee being part of the photo. The ULB engineer is the Supervisor who will verify the photographs and approve as the beneficiary.

Preparatory Activities

1. Identify Manpower for the role of Surveyors.
2. Smartphone is mandatory for the Surveyors.
3. Training of Surveyors.
4. Installation of App in the smart phone.

Photo Capture

1. Consolidation of Beneficiaries Ward Wise.
2. May call & fix time for photo capture.
3. Site visit for Photo capture.
4. Uploading of Pictures in Server.

Tentative Time frame: **19 days (June 12th to 30th)**

Administrative Responsibilities: **ULB Engineer supported remotely by DLTC MCE Expert.**

TRAINING on Data Entry and Data Collection

One Master Trainer (Team Leader of the Data Collection Team) and the ULB Engineer will be trained by the SLTC team on the Data Collection and Data Entry Process. The team must be identified & put in place before training commences.

The Master Trainer of the respective ULBs will train the rest of the team members at the ULB level.

A full-day training program on Data Collection & Data Entry has been scheduled on Monday,22nd May, 2017 at 10:00 am at Guwahati