

## GUIDELINES FOR CONDUCTING HOUSEHOLD SURVEY

### A. Introduction

1. Property surveys are important activities of SMART RAJ project. 43 lacs properties are to be surveyed under the project. The ULB-categorywise properties to be surveyed are mentioned below:
  - Category A ULBs – 20,00,000
  - Category B ULBs – 9,00,000
  - Category C ULBs – 6,50,000
  - Category D ULBs- 7,50,000
2. Survey format to be used for survey has been finalized and given to System Improvement Provider (SIP). The format is comprehensive one, which contains 26 number of information required to be collected from the field. The survey data shall be used for preparing data bank of each property owner, therefore correctness of the data is important.
3. Survey should be conducted in a time-bound manner so as to complete it within the agreed time frame i.e. 29 lakhs (in category A & B ULBs) by Feb, 2017, 6.5 lakhs (in category C ULBs) by November, 2017 and 7.5 lakhs (in category D ULBs) by August, 2018.

### B. General Guidelines

4. SIP should nominate a Nodal officer from its staff, for survey purpose, who will remain in touch with the nodal officer of ULB for smart Raj project. They both shall be jointly responsible for conducting proper survey.
5. Prior to starting survey in any town, the nodal officer of SIP should first meet and introduce himself to the Commissioner and Nodal officer of the ULB.
6. SIP Nodal Officer should make brief presentation about Smart Raj project before Commissioner and other officers of ULB, including briefing on methodology of household survey work.
7. SIP Nodal Officer should provide names of personnel to be deployed for survey and get their identity cards issued from Commissioner.
8. All the personnel are to be properly trained for survey work. Staff should be trained for behaving in a polite and courteous manner with the public, be patient while interacting, articulate in speaking, well mannered and having sufficient knowledge about data collection & survey work. SIP Nodal Officer will be fully responsible for the quality of staff deployed and their training.
9. Survey should be conducted ward-wise in consultation with the ULBs and the Nodal officer of ULB, respective ward member and sanitary inspector should be taken into confidence before commencing survey.
10. IEC campaign should be started in the ward at least 3 days prior to commencement of survey. Loud-speakers, pamphlets, local cable TV, etc may be used for running the IEC campaign.

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कार्यालय प्रमुख जनान सचिव  
स्वायत्त शासन विभाग  
श्रीराम सभागृह, जयपुर  
दफ्तरी नं. 793  
दिनांक 21/1/16

**C. Methodology for field survey:**

11. Survey team to comprise of minimum two persons. Team should be well versed with survey work. Each member of the team should at least be an undergraduate.
12. The team should carry a metallic measuring tape to accurately measure the dimensions of the plot and the constructed area which is essential for calculation of UD Tax.
13. SIP should send copy of information collected to the household owner through e-mail or on his mobile; or a photocopy of survey should be provided; for confirmation.
14. One supervisor, having graduate degree, should be deployed to supervise work of 10 teams. He should be responsible for entire field work teams under him / her.
15. SIP should deploy an Executive Officer on 10 supervisors to verify and validate the survey.
16. As soon as 1000 surveys are completed and validated by Executive officer, the SIP should submit the data to the ULB.
17. ULB should randomly check at least 5% of the survey data within 10 days and inform SIP about the shortcomings, if any.

DUB  
21.1.16

17.1.16  
Executive Director  
RUDSICO

No. 335-338

Date - 19/1/2016

Copy to the following for information & necessary action:

S.D (Sik)

1. SA to Hon'ble Minister, UDH & LSG
2. PS to Principal Secretary, LSGD
3. Commissioners (all), Municipal Corporation / Council \_\_\_\_\_
4. M/s Fourth Dimension Solutions Ltd, Jaipur

Chief Engineer  
RUDSICO