

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF FOOD & SUPPLIES**

To

1. All Divisional Commissioners in the State
2. All Deputy Commissioners in the State

Memo No. 2 FD(3)-07/774

Dated: Chandigarh 28-3-2007

**Sub: Survey of poor households in the State for implementation of atta-dal scheme**

Your attention is invited to the meeting of Deputy Commissioners held under the chairmanship of Hon'ble Chief Minister, Punjab at Chandigarh on 19<sup>th</sup> March 2007.

2. In pursuance thereof, it has been decided to carry out a detailed survey to enlist eligible households for supplying subsidized atta-dal to poor families in the State. The eligibility criterion has been fixed as Rs. 30,000/- annual households income (from all sources). The Department has prepared a set of detailed guidelines for carrying out the survey as well as enumeration forms, guidelines for Enumerators, performa for affidavits and forms for inviting claims and objections to the draft list published by you. The Enumeration forms and forms for claims and objections may be printed locally at the district level at competitive rates.

3. The Government has entrusted this responsibility of carrying out the survey to the Deputy Commissioners who shall be at liberty to co-opt the services of functionaries of any Department for the purpose. However, due care may be taken not to designate officials of procurement agencies and Mandi Board on account of ensuing wheat procurement and those critical Departments/PSUs which are normally not assigned such responsibilities.

4. It may be ensured that the survey is completed during the designated period and the results thereof are sent by Deputy Commissioners to this office on the prescribed date i.e. 15<sup>th</sup> May 2007. This may please be treated as URGENT and TIME-BOUND.

( S.P. Singh )  
Director-cum-Secretary

Endst.No. 2 FD (3)-07/775

Dated : Chandigarh, the 28-3-2007

A copy of the above is forwarded for information to :

1. Principal Secretary to Chief Minister for kind information of Hon'ble CM, Punjab.
2. PS/FSM for kind information of Hon'ble FSM, Punjab.
3. PS/CS for kind information of Chief Secretary, Punjab.
4. PS/PSFS for kind information of Principal Secretary, Food & Supplies, Punjab.
5. Secretary, Coordination, Punjab

Director-cum-Secretary

GOVERNMENT OF PUNJAB  
DEPARTMENT OF FOOD AND SUPPLIES

**Guidelines for identification of poor rural households for Atta-dal scheme**

1. **Introduction:** The Government of Punjab has decided to introduce a scheme for supplying subsidized atta-dal to poor households in the State. In order to operationalize the scheme, it has been decided to carry out *de novo* a survey to assess and determine the eligible poor households in both rural and urban areas of the State.

2. **Income-Based Criteria:** The Government after due consideration is of the view that a simple, income-based criteria needs to be fixed for identifying the poor households eligible for benefit under the said scheme. Accordingly, it has been decided to fix an annual household income ceiling of Rs. 30,000/- for the purpose of terming a household as poor.

3. **Households to be electors:** The term "household" shall ordinarily connote/mean a husband and wife and dependent un-married children. In the case of old parents, it must be ascertained by Enumerators whether they are normally living together with the surveyed household and taking food from a common kitchen. While surveying and assessing the incomes of households, it must be ensured that only those households whose members who are enumerated in the latest electoral rolls for the said Assembly Constituency are considered eligible for benefits under the scheme.

4. **Method of survey:** Deputy Commissioners shall divide households in every development block/ town and villages/ wards therein into groups of around 500 households each that shall be surveyed by a group of *two* enumerators. Due care may be taken not to merge households of one ward/ village with that of another during this exercise. Enumerators may be drawn from Group B (non-Gazetted) or Group C employees of different State Government Departments/ State PSUs. However, it must be ensured that every set of Enumerators belong to different Departments and one Enumerator belongs to a Department with a presence at field-level.

The work of Enumerators shall be supervised by a Gazetted Officer who shall be responsible for 10% random physical verification of households surveyed by the Enumerators. The Supervisor shall also be responsible for ensuring regular monitoring

of the work of Enumerators and timely completion of survey work. Generally, one Supervisor may be appointed for every set of 10 to 15 Enumerators.

BDPOs/ Executive Officers shall be required to undertake 5% random checking of all surveyed households in their respective Blocks/ Towns. SDMs shall coordinate the survey work in their Sub Divisions and shall undertake 2-3% random checking of all surveyed households. Addl. Deputy Commissioners (General/ Development) shall undertake 1% random checking of all surveyed households. Deputy Commissioners shall be overall in-charge for the conduct of the survey and shall be required to undertake random checking in every block/ town to determine the accuracy of the entire exercise.

Deputy Commissioners through Sub Divisional Magistrates must also ensure that Halqa Patwaris provide necessary assistance to Enumerators for verifying land ownership details of enumerated households. Similarly, copies of relevant electoral rolls may also be made available to Enumerators at the time of survey for the purpose of cross-checking.

The Government has further decided that for assessing agricultural incomes, a minimum annual return of Rs. 10,000/- per acre in the case of irrigated lands and Rs. 5,000/- per acre in the case of un-irrigated lands may be taken into account by Enumerators. However, the above said figures are indicative and Enumerators shall be required to independently assess returns from farm incomes which may even be higher in certain cases.

**5. Affidavits:** It has also been decided to obtain an affidavit from the head of the surveyed household regarding the total annual income of the household from all sources. This shall be especially pertinent where the annual income of the household is estimated below or close to the prescribed limit of Rs. 30,000/-. However, the final responsibility of estimation of the household's income during the survey shall be that of the Enumerators only who may use the given affidavit for corroboration and cross-checking.

**6. Time-Schedule of Survey:** It is suggested that the following time-lines may be adhered while carrying out the survey work to ensure its timely completion:

- **Appointment of Enumerators and Supervisors by DCs - by 30<sup>th</sup> March 2007**

- District-level meeting of SDMs/ BDPOs/ EOs and Supervisors – by 2<sup>nd</sup> April 2007
- **Block/ Town-level meetings of all Enumerators by SDMs – by 4<sup>th</sup> April 2007**
- Distribution of enumeration forms to Enumerators – by 6<sup>th</sup> April 2007
- **Survey Work in field – 9<sup>th</sup> to 22<sup>nd</sup> April 2007**
- Compilation of forms at Block/ Town level – 23<sup>rd</sup> to 27<sup>th</sup> April 2007
- **Draft Publication of list of poor households by SDMs- 28<sup>th</sup> April 2007**
- Period for filing claims and objections, if any – 28<sup>th</sup> April to 7<sup>th</sup> May 2007
- Disposal of claims and objections by SDM – by 14<sup>th</sup> May 2007
- **Final publication of list of poor households – 15<sup>th</sup> May 2007**
- Transmission of data to Department – 16<sup>th</sup> May 2007

**7. Publication and Claims and Objections:** The results of the survey shall be compiled and a draft list of poor households enlisted (as per the given income criterion) shall be published at the village level (in Gram Panchayat Office), at the Block level (in BDPO office), at the Town level (in Municipal Council/ NAC/ Municipal Corporation office) and at the Sub Divisional level (in SDM office) on 28<sup>th</sup> April 2007. Any person/s aggrieved by the survey may file a claim (for inclusion) or objection (against someone's inclusion) to the Sub Divisional Magistrate or Block Development & Panchayat Officer/ Executive Officer in whose jurisdiction the said village/ ward falls. All claims/ objections received in BDPO/ EO office shall be immediately transmitted to the SDM concerned. Printed forms in vernacular shall be made available (free of charge) in the SDM office for this purpose. A list of total claims and objections filed in the district shall be faxed by Deputy Commissioners to the Nodal Officer of the Department on 8<sup>th</sup> May 2007.

The SDM shall conduct a summary enquiry into every claim/ objection received and dispose it of with a brief speaking order giving reasons for its acceptance or rejection. In general, the procedure adopted for disposal of electoral claims/ objections may be followed by SDMs in this regard. The final list, after disposal of all claims and objections, shall be published at the village, block/ town and sub-divisional level on the designated date, i.e. 15<sup>th</sup> May 2007.

**8. Transmission of results of survey to Department:** The Deputy Commissioners shall immediately forward the results of the survey (both hard and soft copy) to the Director, Food & Supplies, Punjab who shall designate a Nodal Officer for the survey. This must be done simultaneously along with the final publication of the list of selected households. A copy of the same shall be retained by Deputy Commissioners

and the record of the survey shall be preserved with the District Food & Supplies Controller.

**9. Issue and distribution of Cards to identified poor households:** Based on the draft list of enlisted households, the Department of Food & Supplies would print sufficient quantity of cards (in the colour scheme and format prescribed by Government) and dispatch the same to all Deputy Commissioners by 2<sup>nd</sup> week of May. Upon the approval of the final results of the survey by Government, Deputy Commissioners shall be authorized to have new Cards prepared and distributed to the beneficiaries through Block Development & Panchayat Officers/ Executive Officers and Enumerators thereof within a period of 1 week.

**10. Importance of Survey:** Government would like to reiterate the importance of carrying out the survey in a meaningful and transparent manner. All SDMs would be required to personally brief in detail the Enumerators appointed for the purpose about the methodology of the survey and remove any doubts/ misgivings that Enumerators may have. The survey work must be carried out in the prescribed time-schedule under proper supervision of the officers concerned and any negligence or lapse in this regard would be viewed seriously. The Government would like to impress upon Deputy Commissioners the pivotal role they are expected to play to make the entire exercise successful.

## SURVEY OF POOR HOUSEHOLDS - 2007

### GUIDELINES FOR ENUMERATORS

1. Entries at S.No 1 to 6 are self-explanatory.
2. Regarding entry at S.No 7, the Enumerators shall ascertain the total number of members in the household. In the case of old parents, it must be ensured that they are normally living together with the household and par-taking food from a common kitchen.
3. Regarding Entry at S.No 8, Enumerators will check whether the head of the family or adult household members are enrolled as voters in the latest Vidhan Sabha voter list of 2007.
4. Entry at S.No 9 and 10 is self-explanatory.
5. Entries in S.No 11 are to be filled up with due caution. Enumerators shall ascertain the different sources of income of the household taking into account the prescribed minimum wages for different activities. The Enumerators shall also record the details of land ownership, nature of occupation and estimate ascertain with due care the total household income from all sources. In the case of agricultural incomes, the Enumerators would *generally* assess a minimum annual return of Rs. 10,000/- per acre in the case of irrigated lands and Rs. 5,000/- per acre in the case of un-irrigated lands. The above said figures are only indicative and Enumerators would be required to independently assess farm incomes, which may even be higher. Finally, they should also consider the general living standard of the family while estimating income.
6. Halqa Patwaris shall verify the immovable assets such as agricultural land, plots, shops, etc given in the entries at S.No 11, 12 and 13. The verification by Halqa Patwari shall be the responsibility of the Enumerators and in no case would the household member be responsible for getting it done at his/ her level.

7. Regarding entry at S.No 14, the Enumerators shall seek an affidavit regarding the total annual income of the household from the head of the household. This shall be essential/ relevant in the case of the households where the annual income is estimated at less than or close to the prescribed limit of Rs. 30,000/-. No family would be eligible for inclusion in the list without an affidavit to back

8. The entry at S.No 16 shall be made after physically verifying the BPL Yellow Card of the family. In case of the card having been reported as misplaced or damaged, the Enumerators shall verify the issuance of card from the record available in BDPO/ MC office. The Enumerators shall also be required to record clear reasons in case the household has been earlier issued a BPL Yellow card by Government and now the income is being estimated higher than Rs. 30,000/-.

## SURVEY OF POOR HOUSEHOLDS - 2007

### HOUSEHOLD ENUMERATION FORM

1. District:
2. Sub Division:
3. Town/ Block:
4. Ward/ Village:
5. Mohalla/ Patti/ Dhani/ Dera/ Street:
6. Name of head of household:
7. Total members in household (*A household shall ordinarily mean/ connote a husband and wife and their dependent unmarried children and those old dependent parents normally living together with the household*):
8. Whether enrolled as electors in Vidhan Sabha voter list 2007 (Y/N): (    ) Please specify voter no/ EPIC No:
9. Whether household belongs to SC/ BC/ General category:
10. Number of working/ earning members in household:
11. Sources of household income (*Write details and income of all earning members of the household in each/ relevant category*):

S.No	Sources of family income	Details of occupation/ land ownership, etc	Estimated family income	Remarks
1.	Agriculture/ horticulture (self-cultivated or leased out)			
2.	Agriculture/ horticulture (in case of landless farmers on leased land)			
3.	Cattle-rearing/ dairying			
4.	Artisan work (specify activity)			
5.	Self-employed (specify activity)			
6.	Commercial activity/ business			
7.	Agricultural Labour			
8.	Industrial Labour			
9.	Govt. Service			



10.	Private Job			
11.	Pensionary benefits, if any			
12.	Rentals from house, shop, factory, etc (please specify)			
13.	Other Sources (Specify) a.  b.  c.			
14.	<b>Total household income (from 1 to 13 above)</b>			

12. Total land owned by household (in acres-kanal-marla):

13. Other immovable assets owned by household (such as plot/ house/ shop, factory, etc) (please specify):

14. a. Whether affidavit regarding income has been furnished by the head of the household? (Yes/ No)

b. The annual household income indicated in the affidavit:

15. Verification report of Halqa Patwari regarding 12 and 13 above (to be got done by Enumerators):

#### Signature of Halqa Patwari

16. a. Whether presently possesses BPL Yellow Card issued by Government: (Write Y/N after physical verification):

b. Whether Card issued but damaged or misplaced: (Please verify from MC/ BDPO office record regarding issue of BPL card and then record Y/N ) -

c. If answer to **a** or **b** above is yes, whether the family income is in excess of Rs. 30,000/-: (Write Y/N)

d. If answer to c is yes, give reasons for justification of family's income being higher than Rs. 30,000/-:

**Signature/ thumb impression  
of household head**

17. Final assessment of annual Household Income by Enumerator:

1.

2.

**Date of enumeration:**

**Signature of Enumerators**

**PROFORMA FOR AFFIDAVIT FOR SURVEY OF POOR HOUSEHOLDS FOR  
ATTA-DAL SCHEME**

**AFFIDAVIT**

I, \_\_\_\_\_ s/o / w/o \_\_\_\_\_ resident of  
\_\_\_\_\_ (house No.) \_\_\_\_\_ (village/  
Mohalla/ Ward) \_\_\_\_\_ (Block/ Town)  
\_\_\_\_\_ (Sub Division) \_\_\_\_\_ (District)

do hereby solemnly affirm and declare as under:

1. That I am a resident of the above said address.
2. That , the number and names of my family members are -

(1)	(6)
(2)	(7)
(3)	(8)
(4)	(9)
(5)	(10)
3. That the annual family income i.e. income of all the members of my family, from all sources does not exceed Rs. 30,000/-.

**Deponent**

Verified that the above said contents are true to the best of my knowledge and nothing has been concealed therein.

**Deponent**

**Dated:**

**Witnesses:**

1.

2.

**Signature and stamp of attesting authority**

**SURVEY OF POOR HOUSHOLDS - 2007**  
**FORM FOR FILING CLAIMS AND OBJECTIONS**

1. Name of Claimant/ Objector:
2. Address of Claimant/ Objector:
3. Village/ Mohalla/ Ward:
4. Block/ Town:
5. Sub Division and district:
6. Claim:
  
7. Objection against entry at S.No:
  
8. Reasons thereof:

**Dated:**

**Signature of Claimant/ Objector**

**For Office Use Only**

Verification report

Order of SDM

**Dated:**

**Signature and stamp of SDM**