

Government of Orissa
Revenue & Disaster Management Department

No. 18680 /R&DM.,
R&REH- 11/08

Dated the 24th April, 2008

ORDER

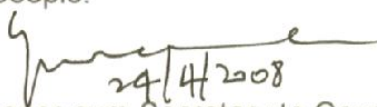
Sub: Guidelines for conduct of socio-economic survey and socio-cultural, resource mapping, and infrastructural survey in the project area.

Whereas, the Orissa Resettlement and Rehabilitation Policy, 2006 envisages conduct of socio-economic survey and socio-cultural, resource mapping, and infrastructural survey in the project area;

And, whereas, these surveys are to be conducted within a definite timeframe in the manner to be decided by the Government;

And, whereas, it is necessary and expedient to issue guidelines and instructions for conduct of these surveys and prescribe formats for being used for these surveys;

Now, therefore, it is ordered that the guidelines hereto annexed may be followed for conducting socio-economic survey and socio-cultural, resource mapping and infrastructural survey for all projects involving acquisition of private land/lease of government land and involuntary displacement of people.


24/4/2008
Commissioner-cum-Secretary to Government
Date: 24.04.08

Memo No. 18681/R&DM

Copy along with enclosure forwarded to the Additional Secretary, Department of Land Resources, Ministry of Rural Development, Government of India /Principal Secretary, Department of Water Resources / Principal Secretary, Industries Department / Principal Secretary, Finance Department / Principal Secretary, Forest and Environment Department /Commissioner-cum-Secretary, Steel and Mines Department / Commissioner-cum-Secretary, ST & SC Development Department / Commissioner-cum-Secretary, Rural Development Department / Commissioner-cum-Secretary, Energy Department /Secretary, Works Department / Commissioner, Rail Coordination-cum-Special Secretary, Commerce & Transport Department / Managing Director, IDCO / Managing Director, IPICOL /All Revenue Divisional Commissioners / All Collectors/ Project Manager (R&R), UNDP, Bhubaneswar / Accountant General, Orissa, Bhubaneswar for kind information and necessary action. The guidelines can be accessed through Revenue and Disaster Management Department Website www.orissa.gov.in/revenue/index.htm.


24/4/08
Director R&P and Ex-Officio
Additional Secretary to Government

GUIDELINES FOR CONDUCT OF SOCIO-ECONOMIC SURVEY AND SOCIO-CULTURAL, RESOURCE MAPPING, AND INFRASTRUCTURAL SURVEY IN THE PROJECT AREA

PREAMBLE:

For a systematic programme of resettlement and rehabilitation it is essential to have complete, correct, and up to date information about the affected persons, families and the total population. The information about the habitat from which people are displaced, its geographical features, its advantages and life supporting natural resources such as rivers, lakes, pastures, forests, open areas, cultivable lands, flora and fauna, local weather conditions, would be of great help in selecting an appropriate site for relocation of displaced people. Similarly, information about the general man-made infrastructure such as roads, electricity, safe drinking water, medical facilities, educational and vocational training institutions, market outlets, recreational facilities, banking and other financial institutions would help in planning better resettlement centers. Wherever people are shifted en masse it is imperative to know their community as an organized and functioning social and cultural entity. People interact with one another in ways which are largely determined by their customs, traditions, mores and folkways. Religion and caste, social hierarchies, formal and informal power structures, occupational groups, rites of passage, festivals and other cultural practices need certain basic facilities to exist and continue. Availability of information about the social and cultural aspects of the displaced community would certainly help the process of resettlement and rehabilitation.

To obtain these three types of information, different kinds of surveys and censuses are conducted prior to displacement in any properly planned R&R programmes. Each of these surveys requires varying skills in the persons entrusted with the responsibility of conducting the surveys and knowledge of different tools and methods to collect data apart from the basic understanding of the relevant R&R policies. These survey reports are intended largely and primarily as guides and basis to plan and implement R&R programmes. They also serve as the basis and benchmarks for subsequent evaluation of the programmes. In some disputes over the claims of the supporters and opponents of R&R schemes, often these survey reports are relied upon by the courts. Apart from serving as the authentic record of information about the displaced people, these surveys can also be used for further research relating to R&R programmes, policies and problems. Realizing their importance, it is necessary that these surveys should be conducted with utmost seriousness, due diligence and requisite competence without which they would tend to mislead the R&R process. It is for these reasons that definite

and specific guidelines must be prescribed for the conduct of various surveys for R&R purposes. Hence these guidelines.

Part I of these guidelines relates to the conduct of Socio economic Survey/Census of the affected people while Part II lays down basic framework for other Surveys on the Cultural and Social Aspects of the affected Community. Part III contains details about the gathering of information about the existing general infrastructure in the affected villages/ town/ area. Each part is provided with an enclosed tool for data collection which wherever necessary can be adapted appropriately to the changing circumstances.

PART I:

(Instruction for Socio-economic survey and census)

Objectives of Socioeconomic Survey:

The objectives of the various surveys are:-

- (i) To ascertain precisely the total population affected by the project;
- (ii) To classify different categories of Project Affected Persons (PAPs) and Project Affected Families (PAFs) on the basis of demographic data such as Sex, Age, Gender, Occupation, Education, Income, Religion, Caste, Language, Marital Status;
- (iii) To ascertain varieties of loss suffered by each PAP and PAF and based on such loss, fit them according to the R and R Policy for varying benefits under the Project (entitlement matrix).
- (iv) To provide baseline data for monitoring and evaluation of R and R programmes,
- (v) To ensure that no PAP or PAF is left out, or no vulnerable group is ignored in the R and R programmes.
- (vi) To ascertain choices of affected families in respect of various options available to them in the R&R policy.

Scope and Coverage:

The SES is limited to the study of affected and displaced families in the project area.

- (i) Members of the family who are permanently residing prior to publication of notice under section 4(1) of the Land Acquisition Act, 1894, or under relevant provision of any other Act of the Union/State for the time being in force or engaged in any trade, business, occupation or vocation in the affected area three years prior to the said date;

- (ii) Families who are likely to lose, or have lost, fully or partially their house, agricultural land, employment or are alienated wholly or substantially from the main source of their trade, business, occupation or vocation including income derived from formal sector and non farm activities;
- (iii) Agricultural laborers and non-agricultural laborers;
- (iv) Families belonging to the Scheduled Caste or Scheduled Tribe categories;
- (v) Vulnerable persons such as the disabled, destitute, orphans, widows, unmarried girls, abandoned women, or persons above fifty years of age; who are not provided or cannot immediately be provided with alternative livelihood, and who are not otherwise covered as part of a family;
- (vi) Families that are not having homestead and below poverty line, but residing continuously for a period of not less than three years in the affected area preceding the date referred to in clause (i) above;
- (vii) Scheduled Tribes families who were in possession of forest lands in the affected area prior to the 13th day of December, 2005.

Selection and Qualifications of the Agency:

Selection of the agency to conduct the socioeconomic survey is an important task. Only a professionally trained, experienced social scientific body/ firm or organization should be selected. The Team Leader should preferably be doctorate degree holder in psychology, sociology, anthropology, social work or economics. Supervisors and investigators should fulfill the following criteria:

- 1 The consultant and his investigators and associates must be proficient in the local language/s spoken by the PAPs/PAFs. They should be familiar with local traditions, customs, culture, and economic conditions of the PAPs.
- 2 They should have sufficient qualifications and experience in conducting social research of this type.
- 3 They must be computer literate and should utilise computerised formats for data collection, processing and reports.
- 4 They must study the R and R Policy carefully and train their staff in it.
- 5 They must work in close collaboration with the R and R functionaries.

- 6 They must stick to the time schedule. Their contractual agreements must specify the time schedule, task parameters and targets and payment schedules as per actual progress of survey work.
- 7 Their report must have detailed information about various entitlements of each PAP and PAFs which will serve as the basis for all operational purposes.
- 8 The questionnaires to be used in collecting data from family and persons should be as prescribed by the government. Where required they must prepare the questionnaires, interview schedules or observation guides in consultation with and under the guidance of project administrator.
- 9 The questionnaires and other tools of data collection should be tested on a small sample as a pilot study. Based on the pilot test, mistakes, missing items, imprecise questions, coding errors should be corrected before starting data collection.
- 10 The investigators and supervisors must be trained in the R & R Policy, data collection methods and contents of the questionnaires etc. Every investigator must be given intensive and extensive training in collecting data, scrutinizing, coding and data processing, interpreting and report writing. Their work must be supervised at every stage, namely, field work, scrutiny, coding, and data transfer to computers as well as data processing for tabulation and statistical testing.

Cost Norms:

It is always preferable to call for tenders/ quotations in two separate sealed covers one for technical bid and the other for financial bid from organizations interested to take up the survey. Technical bid should contain details of qualifying conditions for the organizations and the manner of assessing their relative position among the competitors and financial bid should contain the rates quoted by them. First technical bids should be opened and qualifying organizations should be short listed after proper rating. Financial bids of only short listed organizations should be opened next.

Procedure to Conduct Socioeconomic Survey:

The selected agency shall study very carefully and seriously the R&R Policy, noting major legal requirements, terms and conditions of the assignment, and the time schedule. If certain provisions are not intelligible, they should be got clarified from the project controlling

authority. The enclosed Interview Schedule should be studied noting the coding requirement and computerization. If any specific changes are required to be made they should be made after consulting the controlling authority.

The agency shall **collect the secondary data available with different government** offices. The following records are important and should be collected:

- (i) Records of Rights and Bhulekh
- (ii) Village map
- (iii) List of Houses
- (iv) List of BPL families
- (v) Voters' List
- (vi) List of Ration Cards
- (vii) Anthropological data of the relevant Tribe
- (viii) Census data
- (ix) Any other relevant record/ report from the authentic source

Pilot Study and Pretesting and Staff Training:

The Interview Schedule should be pretested as a Pilot for Training the staff. The investigators engaged for data collection must be seriously trained. They must know (a) **how to probe, (b) how to clarify, (c) how to build good rapport, and (d) how to explain** different questions. They must NOT suggest answers to the respondents nor guess them but record correctly what is stated.

Staff should also be thoroughly **trained in the R&R Policy and its interpretation**. Each word and sentence in the policy is important and they should know what answer is expected.

The data collected may be analyzed briefly for training purpose. Training not only in data collection but also in scrutiny and editing of filled in interview schedules should also be given at this stage. (a) **They must find out missing answers, (b) incomplete answers, (c) irrelevant answers, (d) vague answers and once again get them correctly** collected from the respondents. Scrutiny and editing should be done during the data collection itself by the field work supervisor. It is also useful that investigators exchange their filled in questionnaires of each other and edit them.

Coding must be taught at this stage. **(a)Wrong codes, (b) multiple codes, (c) missing codes, (d) open ended answers must be got corrected.** Once coding is taught, they should be made proficient in transferring the scrutinized, edited, and properly coded data to the computer. They should know the types of errors in transferring data to computers and must take care to avoid them. Under no circumstances, the agency shall begin data collection without properly and adequately training the staff.

The oral answers and claims must be **cross checked by comparing them with the secondary data and official records explained above.** If there are discrepancies, they must again go to the respondents for verification and correction.

Data Collection and Supervision:

The task of data collection should be properly organized. Each investigator may be assigned **daily targets** and given a specific area or **list of families** to be interviewed. There must a supervisor to guide, help and coordinate the field work of investigators. At least **one supervisor for every five investigators** should be employed. He should also be trained adequately. Difficulties and problems like agitations and protests against the data collection must be immediately notified to the controlling authority. Investigators should not take sides or be biased in any way by the agitations.

Data scrutiny, editing, and coding should be done daily during the collection stage itself so that going back to the respondents long later is avoided. Supervisor must ensure these tasks and corrections if any should be immediately on a daily basis. It is better if he can hold daily evening or morning meeting with the investigators to get proper feedback and share experiences and get editing done by them daily by exchanging with each other their filled in interview schedules.

Data Processing:

Data processing shall be computerized. Tabulation Plan must reflect the terms of assignment. Tables, Graphs, Charts, Pictographs should be simple and easily intelligible list of appropriate footnotes or headings may be provided , metric system shall be used for weights

and measures. Rupees, Dollars, Pounds, etc, should be properly noted in the table heading or rows or columns or in the footnotes (Harvard or Oxford system).

Statistical measures should be largely limited to descriptive statistics: mode, mean, median, percentage, proportion, ratios, standard deviation. More advanced measures like correlation, significance, time series, causal analysis, modeling may be avoided or kept to the barest minimum.

Reporting Format for Entitlement Matrix:

The report should be in three formats

I. Academic Report –

The report should contain all elements that are included in a standard socio economic survey report. The agency should prepare a general aggregate summary report in the usual reporting style for general use. This report shall serve as the abstract of the entire survey. It shall contain terms of reference, period of data collection, any official confirmation, clarification, direction in respect of policy changes, methodology etc. Findings may be summarized in appropriate chapters as the data demand. Here one can present data in tables, graphs, charts, pictographs, percentages, proportions, correlations, time series etc. It should contain separate chapters/headings/sections for specific vulnerable groups, such as women, Scheduled castes and Scheduled tribes and any other group deemed to be vulnerable.

II. Comprehensive Report -

1. The main report shall be for day to day use and therefore it should be given in multiple copies. There must be separate lists of different categories of households.

These lists should be given in a specified Tabular Format profiling each family in respect its total members, marital status, relation to head of household, age, sex, education, occupation, income, land held, house owned, site owned etc. These lists are as follows:

- (i) List of all Scheduled Castes' Families
- (ii) List of all Scheduled Tribes' Families
- (iii) List of all Agricultural Laborer Families (Landless)
- (iv) List of all Nonagricultural Laborer Families (Landless)
- (v) List of all BPL families (without homestead)
- (vi) List of Petty Traders/ Businessmen
- (vii) List of Rural Handicraftsmen Families

- (viii) List of all Handicapped persons
- (ix) List of Orphans/ Destitutes
- (x) List of Widows/ Abandoned Wives/ Divorcees
- (xi) List of Unmarried women beyond 30 years of age
- (xii) List of persons aged beyond 50 years who cannot be provided with alternative livelihood and who are not covered as part of family
- (xiii) List of all BPL Families
- (xiv) List of Occupiers
- (xv) List of Tribal Families which have encroached forest lands as on 13.12. 2005
- (xvi) List of displaced families (separately for SC, ST and Others).
- (xvii) List of families losing all agricultural land.
- (xviii) List of families being reduced to Marginal farmer status
- (xix) List of families reduced to small farmer status.

2. The report MUST give in respect of each family the options chosen by it in writing with regard to the following alternatives and it must submit all written statements obtained from the heads of households exercising the options available to them. Such letters of options must be collected for all families and must be handed over to the RRO.

- (a) Whether they want to settle in the Resettlement Colony and need a Site or Cash
- (b) Whether they want constructed house or cash in lieu of
- (c) Whether they choose job/employment or cash in lieu of and whom do they nominate
- (d) Whether they want land for agriculture or cash in lieu of
- (e) Whether they want training and whom do they nominate for training
- (f) Whether they want shifting allowance or transport vehicle
- (g) Whether they want convertible preference share if available
- (h) Whether they want pension if a scheme is available

III. Entitlement Matrix -

The report must prepare a separate, clear, and complete ENTITLEMENT MATRIX for each family and its different members as per R&R Policy in a specified Tabular Format. This matrix shall serve as the guide for distribution of R&R benefits to each family and its members as per policy. It must therefore be prepared with greatest care after cross checking of all data relevant to the family.

IV. Report Verification:

The report submitted by the agency shall until verified be considered as the preliminary report. It should be published in the village and copies should be supplied to all important public places like panchayat office, chawdy, etc. Wide publicity should be given. About 15 days time may be allowed for people to file objections. All objections, if any, should be collected. They should be verified thoroughly with reference to documents and other facts during the enquiry. The objectors may also be heard individually and collectively according to the nature of objections. The hearing of objections and verification of claims must be done JOINTLY by the survey agency, the project authority, and the RRO from the government side. After ascertaining the facts, if objections are found substantiated the agency should be asked to correct the mistakes.

The corrected and final version of the SES report shall be published and it will form the basis for the implementation of the R and R policy. It shall not be altered without prior approval of the Collector.

The final report of the SES shall be placed before the RPDAC for approval, the copies of the said policy shall be made available to those who require on payment of reasonable charges.

The SES should be commenced within two months from date of preliminary notification for land acquisition and shall be completed within a period of not exceeding 90 days thereafter as far as possible.

The hard and soft copies of the data shall be converted into a permanent data bank in a transparent manner for subsequent use for research, monitoring and development. This shall also be made a part of a MIS database which can be used in the event of dispute claims and their settlement and for regular monitoring.

Panel for Independent Enquiry into SES Report:

The Socio Economic Survey Report shall be examined by an independent multi-disciplinary expert group constituted for the purpose by the RPDAC/Government. This panel consists of (i) Two non-official social science and rehabilitation experts, (ii) the Secretary, Scheduled Tribes and Scheduled Castes Development Department, or his representative, and (iii) a representative

of the land requiring body shall be nominated by the Government/RPDAC as the case may be to serve on this expert group.

Concealing factual data or submission of false, misleading data/reports, decisions or recommendations may result in would lead to the report being rejected. Approval to sanction any benefit, if granted earlier on the basis of false data, would also be revoked. Misleading and wrong information will cover the following:

- (i) False information
- (ii) Engineered reports
- (iii) Concealing of factual data and
- (iv) False recommendations or improper decisions

Part I
HOUSEHOLD INTERVIEW SCHEDULE
Name of the Project:_____

Section 1: General Information

- 1.1 Schedule No.:
- 1.2 Name of the Hamlet:
- 1.3 Name of the Village:
- 1.4 Thana Number:
- 1.5 Name of Gram Panchayat:
- 1.6 Name of Block:
- 1.7 Specify if under the Desert Prone Area Programme (DPAP):
- 1.8 If area mentioned in Schedule V of the Constitution (specify whether under Modified Development Area Approach, MADA; Tribal Sub Plan, TSP; or Cluster Approach):
- 1.9 Name of Tehsil:
- 1.10 Name of District:
- 1.11 In case of forest village, the Beat Number:
- 1.12 Name of the range:
- 1.13 Name of the Division:
- 1.14 Date of Preliminary Notification for Land Acquisition/date of declaration of affected area:

Section 2: Identification of the Household

- 2.1 Name of the Head of Household: _____
- 2.2 Sex: (Write 1 for Male 2 for Female)
- 2.3 Name of the Respondent: _____
- 2.4 Sex: (Write 1 for adult male and 2 for adult Female)
- 2.5 Relationship of respondent to Head of Household:
- 2.6 Nationality:

- 2.7 Religion:
- 2.8 Caste/Tribe:
- 2.9 Sub caste/sub Tribe:
- 2.10 Do you originally hail from Orissa? Yes -1 No -2
- 2.11 If no, since when have you been residing in the locality. No. of Years
- 2.12 Where are you from? Same district -1, Other district of Orissa -2, Outside Orissa (Specify)-
3, Outside India (Specify) - 4
- 2.13 Have you been displaced earlier? Yes -1 No -2
- a. From Where: Village: Tahsil District:
- b. When
- c: Type of Project/Scheme (to be verified whether displacement was voluntary):
- d. Name of project:

Section 3: Household Composition

Sl. No.	Name of the Person	Relationship to HHH	Sex *	Age **	Marital Status	Education			Occupation		Current Yearly Income	Skill Possessed	Any disability	Migration ***	When migrated (in Years)	Purpose of migration #
						Level completed	Continuing	Any Training attended	Main	Subsidiary						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																
2																
3																
4																
5																
6																
7																
8																

* Male - 1 Female - 2

** Enter the completed age (for less than one year age = 00, 98 years and above =98) or Date of birth after verifying records

*** In migration -1 Out migration -2

Service - 1 Wage/contract labour -2 Education - 3 Business - 4 Bought land - 5 Any other specify - 6

3.2 Are there any children who have lost both their parents or destitute staying in your Household? Yes -1 No -2

3.3 If yes,

S.No	Name	Age	Sex	Guardian (if Orphan)

3.4 Type of family: Joint – 1* Nuclear – 2 **
 * Includes husband, wife, parents, siblings, married or unmarried children and others
 ** Includes husband, wife and unmarried children only.

3.5 Do you have ration card (Verify)? Yes – 1 No – 2

3.6 If Yes: Ration Card No:

3.7 If yes as per record are you BPL (for PDS)? Yes – 1 No – 2

3.8 Do you have voter card? Yes – 1 No – 2

3.9 Voter Card No:

Section 4: Particulars about the House

4.1 Housing: own house - 1 Rented – 2 Other (Specify) - 3

4.2 If living in own House, size of homestead in acres (1 acre = 100 decimals):

4.3 Do you have Patta ? Yes – 1 No – 2

4.4 If yes what is your Khata and Plot number number:

4.5 (If no then who is the owner of the land):

4.6 Details of House(s):

Sl. No.	House No.	Built up (Sq.ft)	No. of rooms	No. of storeys #	Construction Details			Use of building ##	Electrification
					Wall *	Roof **	Floor ***		
1.									
2.									
3.									

N.B.: Serial number could be used to indicate any separate house structure owned by the household including the main dwelling. For example, separate cattle shed, separate structure for poultry, etc.

single -1 double - 2

* Mud - 1 Brick with mud - 2 Bamboo or wood with mud plaster - 3 Brick with cement - 4 Any other specify - 5

** Thatched (chhana)-1 Asbestos -2 Tiles -3 Concrete roof -4 Tin -5 Any other specify -6

*** earthen - 1 Cement -2 Tiles -3 Any other specify - 4

own living - 1 Rented – 2, Shop/business purpose – 3, 1+2 – 4, 1+3- 5, Any other(specify)- 6

4.7 Aspects of Housing Condition:

1. Separate place for animals	Yes - 1	No – 2	<input type="text"/>
2. Bathroom within the house	Yes - 1	No – 2	<input type="text"/>
3. Toilet within or adjacent to house	Yes - 1	No – 2	<input type="text"/>
4. Washing place within the house	Yes - 1	No – 2	<input type="text"/>

4.8 Water facility:

Sr. No.	Use of Water	Source of Water * Seasonwise			Distance of water source**		
		Rainy	Winter	Summer	Rainy	Winter	Summer
1.	Drinking						
2.	Washing						
3.	Cattle						

*Own well – 1 Community well – 2 Own Tube well/Hand pump – 3 Community well/Hand pump – 4 River – 5 Creek – 6 Pond – 7 Water tank – 8 Mobile Tube water tank – 9

** Within house – 1 Less than 100 meter – 2 100-250 meter – 3 250-500 meter – 4 500 metres-1 Km – 5 1 Km – 2 Km – 6 2 Km – 5 Km – 7 More than 5 Km – 8

Section 5: Land Particulars (in acres)

5.1 Does your household own land, other than homestead land: Yes – 1 No – 2

5.2 If “Yes”, fill the following section:

Land owned with patta in the Affected Area:

Tehsil 1	Mouza 2	Khat a No 3	Plot No. 4	Area in acre 5		Land being acquired 6		Kisam 7	Recorded in name(s) of 8	Relationship of HHH with reco-rded tenant (C/m 7) 9	Land Passbo ok No. 10
				Irri *	Unirri @	Irr *	Unirri @				

* Irrigated, @ Unirrigated

5.3 Any Land leased/sharecropping in the affected area:

	Name of the Village	Area (in acre)	Land being acquired (in acre)	Terms for lease/sharecropping
Land leased in				
Land leased out				
Share cropping				

5.4 Have you occupied government land in the affected area? Yes – 1 No -2

5.5 Since When (No. of years):

1. If yes details of revenue land:

Tehsil	Mouza	Khata No	Plot No.	Area in acre	Area being alienated	Kisam	Since When	Mode of use

2. If yes details of forest land :

Range	Beat No.	Name of the Reserve Forest	Area in acre	Area being alienated	Since When	Mode of use

5.6 In addition to the above mentioned, do you have access or usufructary rights to any other lands ?

Yes-1 , No-2

5.7 If Yes, Details

Type of land	Extent (acres)	Area being alienated	Where	What Purpose

5.8 If the household owns land, crops cultivated in Patta land during **last one year**? (Specify)

Seasons	Name of Crops	Area under cultivation- in acre	Yield (in Kg/Qtl) 100kg=1 Qtl.	Rate per quintal	Value of the total produce	Quantity sold	Earnings
Kharif							
Rabi							
Plantation Crop							
Any Other							
Total							

N.B. Ask about all the crops grown by the household start with crop for consumption to cash crop.

5.9 If the household leases/sharecrops, crops cultivated during last one year? (Specify)

Seasons	Name of Crops	Area under cultivation In acre	Yield (in Kg/Qtl) 100kg=1 Qtl.	Rate per quintal	Value of the total produce	Quantity sold	Earnings
Kharif							
Rabi							
Plantation Crop							
Any Other							
Total							

N.B. Ask about all the crops grown by the household start with crop for consumption to cash crop.

5.10 If the household possesses encroached land, what crops were cultivated during last one year? (Specify)

Seasons	Name of Crops	Area under cultivation In acre	Yield (in Kg/Qtl) 100kg=1 Qtl.	Rate per quintal	Value of the total produce	Quantity sold	Earnings
Kharif							
Rabi							
Plantation Crop							

Any Other							
Total							

N.B. Ask about all the crops grown by the household start with crop for consumption to cash crop.

5.11 Net income from cultivation in the last one year: Rs.

5.12 How much of the yearly harvest is used for household consumption and how much for sale?

Not enough for consumption -1, Sufficient for consumption, but not for sale -2, Sufficient for consumption and sale -3, No information, the respondent does not know - 4

Section 6: The Costs of Cultivation

Items	Paddy	Other grains	Pulses	Oilseeds	Vegetables	Betelvine	Horticulture	Any other specify	Total
Area (acres)									
Seeds/plants									
Fertilizers									
Pesticides									
Labour									
Transport									
Tools/equipment									
Water									
Electricity									
On sale/marketing									
Any other									
Total									

Section 7: Wage particulars for wage labours

(include all persons aged 10 years and above in the HH)

7.1 Wage Particulars in last one year

S No.	Name of member	Age	Sex *	Income from agricultural wage labour				Availability of work **	Nature of work	Income from non-agricultural wage labour				Availability of work **	Nature of work
				Within village		Outside village				Within village		Outside village			
				No. of days worked	Income	No. of days worked	Income			No. of days worked	Income	No. of days worked	Income		
1															
2															
3															
4															
5															

N.B. to ascertain the income of a worker ask him his month wise activity and finally add them to find total no. of days worked and total income received by him.

* Male -1 Female -2

** Seasonal -1 Regular -2

8.15 Do you have any loan standing against family? Yes – 1 No – 2

8.16 If yes, ask the following details:

S.No.	Loan amount taken (Rs.)	Year of loan	Sources	Details of sources, give Name, village, Post office	Reasons	Any mortgage	Interest rate if any (per annum)	Repayment made till date of survey	Due period for total repayment	Due amount (principal + interest as on today)
1	2	3	4	5	6	7	8	9	10	11

Column 4 Government – 1 Banks – 2 Cooperative Society – 3 Private Money Lenders-4, Friends/relatives/ Neighbors/ – 5, Shop keeper/trader – 6, Any other specify – 7

Column 6 Investment/business – 1 House construction/ construction/repair – 2 Educational expenses repayment of debt, Marriage & other ceremonial expenses – 4 Household Consumption – 5 Medical expenses – 6 Investment in agriculture - 7 Betelvine - 8 Fishing - 9, repayment of debt-10, Any Other – 11

Column 7 Land -1, Jewelry -2, not mortgaged anything – 3, Utensils - 4, livestock – 5, agricultural implements – 6, any other movable assets - 7

Section 8: Particulars about Business/Enterprise

8.1 Does the household have any business? Yes – 1 No – 2

If answer to 8.1 is No, go to Q 8.13

8.2 What type of business do you have:

Black smithy 01, Carpentry 02, Grinding flour/ Rice milling 03, Washing clothes 04, Cutting hair 05, Priests 06, Mason 07, Bamboo work 08, Pressing oil 09, Sweeping and scavenging 10, Goldsmith 11, Fishing 12, Plucking coconuts 13, Making puffed rice, 14 Potters 15, Weavers 16, Greengrocer's shop 17, Tea and snacks shop 18, Betel Shop 19, Provision shop 20, Trading coconut 21, bicycle repair 22, agriculture goods shop 23, Digging Wells 24, Poultry 25, Theatre group 26, Musician 27, Tailoring 28, Transport 29, Any other specify 30

8.3 Is it your traditional Occupation? Yes – 1, No – 2

8.4 If No, since when you are /your family is involved in this activity? No of years:

8.5 Was there any investment in this? Yes – 1 No – 2

8.6 How much is the total investment in this business? (in Rs.)

8.7 The nature of business:

Production unit – 1, service provider – 2, trading – 3, any other – 4

8.8 Who are the family members involved in this activity?
Men – 1 Women – 2 Children – 3 1+2+3 – 4, Employee – 5, family members + 5 – 6

8.9 Costs of Business:

Items	Unit/Nos	Cost per unit	Total
Material			
Tools/equipment			
Labour			
On sale/marketing			
Overheads			
Any other			
Total			

8.10 Availability of business season wise

Seasons	Name of business/activity (code from 8.2)	Availability of business *	Average monthly sale	Mode of Payment received **	No. of months	Total Income
In Summer (April to June)						
In Rainy (July to October)						
In Winter (November to March)						
Total						

* Seasonal – 1 Regularly – 2 Occasionally – 3

** Cash – 1, Kind – 2, Cash & kind – 3, Any other (Specify) – 4

8.11 Where do you buy the tools and equipments/raw materials

S. No	Item	Place to buy
1		
2		
3		

8.12 Where do you sell the service/produce of your enterprise?

S. No	Item	Place to sell	Mode of selling*
1			
2			
3			
4			

* directly to consumer/clients – 1, In the market – 2, To a middleman – 3 to a co-operative – 4, Any other (specify)- 5

8.13 Is your family/member of your family a beneficiary of any schemes in the last three years (Specify):

Government Programmes *	By NGOs	By PSU/companies	By Government

* Old Age Pension -1 Widow Pension – 2 Disability Pension – 3 Indira Awas -4 Employment Schemes -5 Guarantee Scheme Millennium Wells Programme -6 Rural Water And Sanitation -7 DWCRA -8 PMRY -9 Anganwadi -10 PDS/ration shop - 11 IRDP -12 Swarnajayanti Gram swarojgar yojana (SGSY) - 13 Antodaya -15 Bio gas - 16 land for landless – 17 Any other (Specify) -18

Section 9: Cattle & Livestock

9.1 Cattle/Livestock holding:

	Livestock 1	No. Owned 2	Any Income in last year Yes - 1 No - 2 3	Mode of earning * 4	Quantity/ Unit sold 5	Price per unit Ltrs/kgs/nos 6	Total income 7
1.	Bullocks						
2.	Cows Milch:						
3.	She Buffaloes Milch:						
4.	She Buffaloes Dry:						
5.	He Buffaloes						
6.	Calves						
7.	Goats						
8.	Sheep						
9.	Chicken/Hens						
10.	Ducks						
11.							
12.							
13.							
14.							
15.							

* sale of unit – 1 sale of product/produce – 2 sale/exchange of service – 3 rent – 4
any other specify - 5

9.2 Did you take any institutional finance for the cattle possessed (including other domestic animal):
Yes – 1, No – 2

9.3 If Yes, Give details

a. Amount:

b. Name of Scheme:

Section 10: Movable Family Assets & earning (if any)

10.1 Details of Family Assets & earning

Sl. No.	Description	No.	Any Income earned in last year (Rs.)	Mode of earning *	Remarks
1.	Ploughs				
2.	Bullock Carts				
3.	Tractor				
4.	Spray pump				
5.	Pump Set with/without pipe system				
6.	Bicycle				
7.	Scooter/Motor-bike				
8.	Jeep/Truck				
9.	Light and sound system				
10.	Television/VCD/VCR				
11.	Sewing Machine				
12.	Phone				
13.	Any other item (Specify)				
14.					
15.					

* sale - 1 rent - 2 any other specify - 3

10.2 Do you have trees on your land and homestead

Sl. No.	Name of Tree	Type	Nos.	Income in last year	Mode of earning *
1.					
2.					
3.					
4.					
5.					
6.					
7.					

* sale of unit - 1 sale of product/produce - 2 sale/exchange of service - 3 rent - 4 any other specify - 5

10.3 Is any member of the household a member or office bearer of any village institutions currently

Institution	Name	Sex	Position
1. Gram Panchayat			
2. Cooperative society			
3. Religious association			
4. Political Parties			
5. Self Help group			
6. Youth club			
7. Caste based association			
8. Theatre groups			
9. Any other			
10.			
11.			
12.			

Section 11: Common Property Resources

11.1 Do you have access to Common Property Resources (CPR):

Sl. No.	Access to Common property resources	Availability@	Accessibility*	Condition of CPR #
1.	Common grazing grounds			
2.	Threshing grounds			
3.	Village forest area			
4.	Defecation grounds			
5.	Cremation grounds			
6.	Common orchards			
7.	Places for worship			
8.	Community Hall			
9.	Community ponds			
10.	Community wells			
11.	Streams			
12.	Rivers			

13.	River banks			
14	Sea			
14.	Sea Side			
15.	Community Cooking vessels			
16.	Community Pandal/ light & sound system			
17.	Musical Instruments			
18	Creek			
19	Fishing Boat			
20	Fishing Net			
21	Lift Irrigation point			

@ Yes - 1, No- 2,

• Yes -1, No - 2, NA -3

sufficient for use -1, insufficient - 2, deteriorated - 3, NA - 4,

Section 12: Jajmani/Usufructuary / Customary rights

12.1 Is there Jajmani System in your village? Yes - 1 No 2

12.2 If yes, Service receivers in your household:

Sl. No.	Name of service/s received #	Gender of receiver *	Whether Single, joint or group **	Mode of Payment ***	Time of Payment ##	Total value of payment (Rs)

Black smith - 1 Carpentry - 2 Grinding flour, etc - 3 Washing clothes - 4 Cutting hair - 5 Priests - 6
Mason - 7 Bamboo work - 8 Pressing oil - 9 Sweeping and scavenging - 10 Goldsmith - 11 Fishing - 12
Plucking coconuts - 13 Making puffed rice - 14 Potters - 15 Weavers - 16 Any other - 17

*Male - 1 Female - 2 Both - 3

**Single - 1 Joint - 2 Family - 3 Group - 4 Community - 5 Any other (Specify) - 6

***Cash - 1 Grain - 2 1 & 2 - 3 Clothes - 4 Any other (Specify) - 5

Weekly - 1 Monthly - 2 Yearly - 3 On special occasion - 4 As and when required - 5

12.3 Service Providers in your household

Sl. No.	Name of service Provided #	Gender of provider *	Whether Single, joint or group **	No. of HH/individuals receiving service	Mode of Payment ***	Time of Payment ##	Total value of payment Rs

Black smith - 1 Carpentry - 2 Grinding flour, etc - 3 Washing clothes - 4 barbers - 5 Priests - 6
Mason - 7 Bamboo work - 8 Pressing oil - 9 Sweeping and scavenging - 10 Goldsmith - 11 Fishing - 12
Plucking coconuts - 13 Making puffed rice - 14 Potters - 15 Weavers - 16 Any other - 17

*Male - 1 Female - 2 Both - 3

**Single - 1 Joint - 2 Family - 3 Group - 4 Community - 5 Any other (Specify) - 6

***Cash - 1 Grain - 2 1 & 2 - 3 Clothes - 4 Any other (Specify) - 5

Weekly - 1 Monthly - 2 Yearly - 3 On special occasion - 4 As and when required - 5

Section 13: Perception of Household regarding _____ Project

13.1 Are you aware that the _____ Project is going to be located in this region?
Yes – 1 No – 2

13.2 If yes, when did you come to know (month and Year)

13.3 Do you know when the work will start: yes 1, No -2

13.4 Do you think that it will be beneficial to your household?
Yes – 1 No – 2 Cannot say - 3

13.5 If yes, what benefits (social, economic) do you think your household will receive:
1. _____
2. _____

13.6 If no, according to you what are consequences (social, economic, cultural and environmental) of the project your household will have to face?
1. _____
2. _____

13.7 Do you think that it will be beneficial to your village/area?
Yes – 1 No – 2 cannot say - 3

13.8 If yes, what benefits (social/economic) do you think the project will provide in the village/area
1. _____
2. _____

13.9 If the project will not benefit what consequences your village/area will have to face?
1. _____
2. _____

13.10 Do you think that you are going to loose assets and sources of your livelihood by the project?
Yes – 1 No – 2 cannot say - 3

13.11 If Yes, what are they?

13.12 What type of compensation do you expect in case you lose your land and other sources of livelihood?
Land for land – 1, Cash for Land – 2, Employment for Land – 3, fishing for fishing – 4, Betelvine for Betelvine - 5, Any other (Specify) - 6

13.13 If cash compensation for the loss of assets is given what rate would you like to get?
Exact market rate - 1 Double -2 Any other specify 3

13.14 If compensation is in cash, what plan do you have to utilize the compensation amount?

1.a Buying of land at (Place): _____

1.b How much(guntha):

2.Saving: _____ bank/Post office _____

3. Invest in: _____

4. Consumption expenses: _____

5. Repayment of loan: _____ To whom: _____

6. Other (Specify): _____

13.15 In case any company acquires your land, what could be the livelihood for your Household?

1. Job in company

1b. if yes, name of family member: _____

2. Job in other ancillary units: Yes - 1 No - 2

2b. if yes, name of family member: _____

3. Self employment provisions with infrastructure and support: Yes - 1 No - 2

4. Job in the service sector (Newspaper/milk supply/security/driving etc): Yes - 1 No - 2

5. Employment of skilled and semi skilled work in the projects: Yes - 1 No - 2

6. Continue with the same occupation: Yes - 1 No - 2

7 Do not know:

8. Any other - Specify:

13.16 In case your land is acquired, what steps do you think the project should take to ensure your family livelihood?

13.17 Do you think that with the project functioning in your area, the employment opportunities in other sector will improve?

13.18 If land is acquired from you, do you have any choice in selecting the place where your Household would like to resettle? Yes - 1 No - 2 Cannot say - 3

13.19 If yes, Name of the Place:

Distance:

13.20 Reason for selection of that place:

1. _____

2. _____

13.21 If no, the reason:

1. _____

2. _____

13.22 Given an option would you like _____ to operate in your area: Yes – 1 no – 2

Reasons, _____

13.23 **Household Problems** (enquire about the problems faced by the household in terms of education, health, infrastructure, employment, etc.)

1. _____

2. _____

3. _____

4. _____

Section 14: Declaration for Options Relating to Resettlement and Rehabilitation Benefits

I, _____ son/daughter/wife of
_____ of Village _____, P.S.
_____ district _____ on an
informed knowledge and without coercion from anybody do hereby exercise my option
relating to R and R benefits as specified below.

a) Homestead within the Rehabilitation colony:
Cash Assistance for self relocation:

b) House:
House Building Assistance:

c) Land:
Cash Assistance:

d) Job: Name of nominee
Cash Assistance:

e) Training: Name of nominee

f) Pension Scheme:

g) Convertible share preference:

h) Shops or Service Units:

i) Free Transportation:

Cash Assistance:

Signature of Witness

Signature of Declarer

Signature of Any Other Family Member

Certification of Surveyor/Investigator

* In case of a minor orphan the declaration will be given and signed by the guardian in the presence of two witnesses.

** In case of mentally challenged person the declaration shall be given and signed by father/mother/brother with whom he is living and is dependent for his livelihood.

*** In the case of minor disabled the parent/brothers with whom she is residing.

Certification of surveyor/investigator that the above signature has been given in his/her presence.

Name:

Date :

Place:

Name and Signature of Respondent:

Name and Signature of Witness:

Surveyor/Investigator's Name & Date of Interview: _____

Section 15: Entitlement Matrix as per R and R Policy 2006 of Orissa Government.

For each family

Family ID No.	Family Details										Entitlement							
	Name	Sex	Age	Caste/tribe	Marital status	Landless		Occupation	Relation to HH	Disability	Orphan	House Site	Cash in Lieu of Homestead land	House	House Building Assistance	Job	Cash in Lieu of employment (type A and B)	Land
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
						L*	H**											
Family total of deliverables																		

Column 6 – L* agricultural land, H** homestead; column 9 –relationship to head of household;

Remarks (Options) Objection if any													
Free Transportation	Cash in lieu of free transportation	Temporary Shed	Maintenance allowance	Shops/ Service Units (Type A and B)	Nomination for job	Nomination for training	Pension scheme If available	Convertible Preference Share (total percentage opted for 20-50 %)	Cost of Options in monetary terms	Time required	Agency to execute		
20	21	22	23	24	25	26	27	28	29	30	31		

Instructions for Surveys (SES, SCPS, General Infrastructure, Declaration of Options, Entitlement Matrix)

1. A two day training should be organized for the field investigators to train them in the method of data collection. The topics covered should be how to administer the schedule, interviewing techniques for various sections of the population, do and don't in the field, preventing personal biases from influencing responses and respondents, administration of the household schedule and National and State policies.
2. The elements given below are the minimum information required for the Socio-economic survey for each affected and displaced family and person.
3. Data has to be quantified.
4. While these guidelines prescribe the minimum, the project authorities may add more elements/variables as required according to the geographical, physical, demographical and cultural variations.
5. Each of the Property mentioned under Social and Cultural Survey may be known by another name(s) in regional and local dialect. Include all such properties in the affected area.
6. Each investigator must be given the following instructions for administering the schedule.

Instructions for Filling up Household Schedule

1. Fill the answers to each question clearly, accurately, legibly and completely before proceeding to the next one.
2. Do not leave blanks or unmarked boxes.
3. Enter the correct code as mentioned below for each section. If specify is mentioned add option and codify it.
7. For additional questions added and options given insert corresponding codes to enable computerization of data.
8. While interviewing, if respondent is unable to understand, repeat the query and or rephrase it in a simpler manner. Use local words to enable understanding. Ensure that meaning of query is not changed.
9. If respondent does not want to answer query, go back to the query after completing part or full schedule.
10. Complete each section. All related question/queries must be asked together.
11. Complete schedules with each household in one sitting.
12. Displaced Family/ has to be categorized during the process of land acquisition Affected family by project authority and concerned Government officials.
13. Each Household schedule has to be numbered as follows:-
 - Name of beneficiary - five digit code
 - District - 2 digits,
 - taluka - 3 digits,
 - block - 3 digit,
 - panchayat - 4 digits,
 - village - 5 digit,
 - hamlets - a, b, c..
 - Interview schedule - 5 digit (digits to be increased if population displaced/affected is more that 9999).

14. Part I, Section 2

- 2.1 Name Full name of head of household.
- 2.3 Name of respondent is the full name of the interviewee. The person being interviewed should be from 1 to 9 as specified in 2.5.
- 2.4 Relationship of the person with the head of the household.
- 2.5 Relationship with Head of Household:
Self- 1, Father- 2, Mother -3, Brother-4, Sister- 5, Grandfather- 6, Wife – 7, Son – 8, Daughter – 9, Husband- 10, Father-in law- 11, Mother in law- 12, spouse of married child- 13, spouse of head – 14, servants/employees/other non-relatives-15, brother-in-law/sister-in-law/other relatives – 16, Any other (specify)-17
- 2.6 Nationality Indian – 1
Bangladeshis- 2
Nepalis – 3
Others - 4
- 2.7 Religion Hindu - 1
Christian - 2a
Converted - 2b
Muslim - 3a
Converted - 3b
Sikh - 4
Jain - 5
Buddhist - 6a
Converted - 6b
Animism - 7
- 2.8 Caste/Tribe Hindu -1
General -1a
Socially and economically backward SCBC - 1b
Nomadic tribe - 1c
SC - 1d
Denotified Tribe - 1e
ST - 2
Primitive Tribal Groups - 3
Other - 4
- 2.9 Among main caste group, sub group
- 2.12 Mention original place if outside Orissa and outside India.
- 2.13 c Industrial Projects -1
Mining Projects - 2
Irrigation Projects, National parks and Sanctuaries - 3
Urban Projects and Linear Projects
like roads and railways, power lines - 4
Any other Projects -5

Section 3

Table 3.1

Column 2 Name of the person should be in full. Start with the head of the household, spouse, eldest child, and so on. Ensure that all members of the household are included. Then check for orphans, destitute, other members not related by blood or kinship.

Column 3 The relationship of the family member to head of household.

Column 4 Sex: Male – 1, female -2

Column 5 age date of birth where available after verifying documents specially in the case of adolescence males (birth certificate, school records, etc) or medical examination in the case of dispute or non availability of records.

Column 6 Marital status

Unmarried	- 1
Divorced	- 2
Widowed	- 3
Deserted	- 4
Formally married	- 5
Common law marriage	- 6
More than one spouse	- 7
Any other Specify	-8

Column 7 Education: Write in appropriate column for those who have stopped/discontinued education in the level completed,

Column 8 continuing education current

Column 9 in training completed, add details of technical training oriented for employment or self employment. Codes mentioned below

Education	Primary	-1
	Secondary	-2
	X th	-3
	10 + 2 intermediate	-4
	Graduation	-5
	Post Graduation	-6
	Technical	-7
	Illiterate	-8
	Other	-9

Column 10 Main occupation: Also primary or largely followed during major part of the year. Codes mentioned below.

Column 11 Subsidiary: Done for smaller part of the year or when main occupation is not viable/available/possible. Codes mentioned below.

Occupation/skill

Agriculture -1 Private service - 2 Contract job -3 Trading - 4 contractor -5 Shop -6 Agriculture labour -7 Non- agriculture labour -8 Fishing -9 selling firewood- 10 Black smithy -11 Carpentry -12 Grinding flour/ Rice Mill, etc -13 Washing clothes -14 Cutting hair - 15 Priests - 16 Mason - 17 Bamboo work – 18 Pressing oil – 19 Sweeping and scavenging – 20 Goldsmith – 21 Fishing - 22 Plucking coconuts – 23 Making puffed rice - 24 Potters - 25 Weavers - 26 Greengrocer’s shop - 27 Tea and snacks shop - 28 Betel Shop - 29 Provision shop - 30 Trading coconut - 31 bicycle repair - 32 agriculture goods shop - 33 Digging Wells - 34 Rice milling - 35 Theatre groups - 36 Musician/drum party - 37 Tailoring -

38 Electrician -39 Unemployed -40 Grazing Cattle- 41 Govt service - 42 Mali - 43 Shrimp Culture - 44 Betelvine - 45 Collection of forest produce – 46 trading of forest produce - 47 country liquor business - 48 Any other specify - 49 NOT Applicable - 99

Column 12 Yearly income of member in ruppees. Mention NA for those not contributing or earning an income.

Column 13 Skill possessed: that may contribute to livelihood. See codes mentioned in occupation.

Column 14 Disability more than 40 % Orthopaedically -1
Visually handicapped -2
Hearing handicapped -3
Speech impaired - 4
Mentally deficient - 5
Mentally disturbed - 6
Any other - 7

Column 15 Migration options given in the table. In migration – individual moving inside the area. Out migration have moved out from the area

Column 16 No. of years mention completed years not on going.

Table 3.3 Guardian of the Orphan Legal guardianship or adult on whom the child is dependent.

Add names of all destitute eating, living, sheltering in the household premises/ property.

3.5 Verify ration card, number, names of family members for inclusion and exclusion of names, ages and category (whether entitled to any schemes or not)

3.8 Verify voter card and the details

Section 4

Verify details after looking at legal documents available related to house ownership.

4.3 Check patta

4.5 based on the size of the unit calculate the per capita space

$$\frac{\text{Total Area}}{\text{Number of occupants}} = \text{per capita space}$$

4.6 Mention each dwelling unit separately. Include all buildings owned by the family and used by family for living, cooking, sheltering domestic animals, storing agricultural implements, produce, etc.

5.2 Column 8 relationship of head of household with recorded tenant

5.3 Land leased in: land that is rented by the any of the family members for livelihood and shall encompass agriculture, horticulture, shrimp farming, orchards, etc

Land leased out: that is rented to any individual for the purposes listed above.

Share cropping: Land is being provided by one party and is utilized by another using his labour and the costs and produce are shared by both.

5.5.1 Mode of use: purpose used for, agriculture – 1, horticulture -2, Orchards -3, shrimp cultivation -4, grazing – 5, collecting fuel and fodder – 6, Any other specify -7

5.6 Any use rights/ customary land rights for any purpose.

5.8 to 5.10 mention each crop cultivated in the various season. Earnings add total amount earned from sale of produce = Rate per quintal * Quantity sold.

5.11 Net income from agriculture should be calculated by adding the earnings of all tables from 5.8 to 5.10 and deducting the total costs of agriculture (section 6). Add all column totals.

Section 6 Mention all crops being cultivated by household regardless of the area used. Do not exclude any crop that is being cultivated.

Section 7

Table 7.1 to ascertain the income of worker question him about the month wise activity and finally add them to find total number of days.

Availability of labour whether seasonal -1, Regular -2

Nature of work: Whether skilled -1, semi skilled -2, unskilled 3, any other specify

Section 8

Table 8.16 Mention each loan taken that has not been repaid regardless of the amount.

In Column 5 give details of the Source (individual, institution/agency), the village and post office.

Column 6 Select reasons from the options given below the table.

Column 7 The items mortgaged can be selected from the options given below the table.

Column 8 mention the interest rate payable annually.

Column 9 the amount paid off from the total amount.

Column 10 Due period is the time when the loan is to be completely paid to the source.

Column 11 today being the day of the survey.

Section 8

8.2 If the mentioned activity is not listed in the options given below the questions include it at the end of the list and code it.

8.3 Traditional occupation if the family is practicing it for more than one generation or it is specific to the caste group/community.

8.7 Choose from one of the options given, if none of the options are applicable add and codify option.

8.8 More than one option can be given in the order of maximum or most involved.

Table 8.9 Overheads includes costs incurred on premises, electricity, water, mobility, etc

Table 8.13 List out each of the programmes that the family members are accessing from the government, the NGOs, the PSU, etc. One scheme may be partly provided by government and or the Company (CSR or other interventions) last column 'By Government' means State Government schemes and programmes including those for specific sections of the population.

Section 9

Column 3 mention if any income was generated in the last one year from cattle/livestock holding.

Column 4 options given below the table.

Column 5 Quantity/ unit sold includes egg, milk, meat, Bullocks (ploughing/transport, etc), and any other

Column 6 Mention the price of each unit/no. sold.

Column 7 Total income = Quantity/unit sold * Price of each unit.

Section 10

10.2 Trees

Timber -1

Fruit -2

Fuel -3

Fodder – 4

Other - 5

10.3 The office bearers must mention the position they occupy in the village institutions.

Section 11 Each of the Columns have to be filled using options given blow the table for each CPR mentioned, fill each of the space provided for availability whether yes or no, accessibility whether yes or no and condition of the CPR.

Part III

Religious places must be photographed. Four photographs must be taken, front, back, both sides.

Part IV

Declaration of options. Each of the option has to be selected and the signatures of the declarer and another family member (adult) should be taken along with the signature of witnesses.

The complete/full names of the nominees for employment and for training must be mentioned.

Part V

Each of the family member's entitlements must be arranged in a matrix form as mentioned. This shall be based on the socio economic after (due verification and publication in the project area and after hearing objections from the people) finalization of the same.

- Shops and Service Units as per policy to be provided by Type A and B projects.
- Employment as per policy to be provided by Type A and B projects.
- Cash in lieu of employment as per policy to be provided by Type A and B projects.
- Share options is from 20 % of compensation amount to 50 % of compensation amount.
- If there are any remarks and or objections for any of the option it may be mentioned in the space provided.
- Cost of options has to be calculated (based on the options) for each of the family member.

Instruction for Scrutinizing and Editing

1. Every question must be edited not random.
2. Every question must be verified and see whether any columns or question is not left blank or incomplete.
3. Incomplete answers if substitutable must be substituted or sent for verification.
4. Inconsistent data such as age at marriage, current age and age of children.
5. All schedules must be checked by supervisor in the field to ensure that all questions have responses.

Instructions for Coding

1. The codes for filling up the Household survey schedule are listed in the manual attached to it. Where codes are not included additions can be made in the option any other specify.
2. The main sections are pre coded. Sub sections should be coded after data collection to include all responses.
3. Give options for selection. The last should be the option 'any other specify'. Subsequently it will have to be sub coded further.
4. Every qualitative and quantitative are convertible either ways.
5. The Household survey schedule is partly coded and partly encoded.
6. The following should be undertaken for coding after data collection:
 - Randomly check through 10 to 15 % of the schedules. List out answers not given before and scrutinize these.
 - Serially arrange the answers and code them.
7. All data shall be computerized.

PART II : General Infrastructure Survey

Objectives of the General Infrastructure Survey:

1. To ensure proper benchmarking the Orissa State R & R Policy recommends that a complete survey viz. a socio-cultural, resources mapping and infrastructural survey should be conducted by an independent agency.
2. All such amenities and facilities are to be listed out for the purposes of compensation and for the resettlement and rehabilitation.
3. To ensure adequate compensation for the loss of the “public property” like School Building, Club House, Hospital, Panchayat Ghar, Electrical installation, place(s) of worship as specified in the State Policy.
4. The National Rehabilitation and Resettlement Policy 2007 states that while undertaking a social impact assessment, the government shall take into consideration the impact of the project will have on all public and community properties, assets and infrastructure; particularly, 'roads, public transport, drainage, sanitation, sources of safe drinking water, sources of drinking water for cattle, community ponds, grazing land, plantations; public utilities, such as post offices, fair price shops, etc; food storage godowns, electricity supply, health care facilities, schools and educational/training facilities, places of worship, land for traditional tribal institutions, burial and cremation grounds, etc.
5. The draft rehabilitation and resettlement scheme or plan, as per national policy shall also contain a list of public utilities and government buildings which are affected or likely to be affected; and details of public and community properties, assets and infrastructure; details of the amenities and infrastructural facilities which are to be provided for resettlement.

Selection and Qualifications of the Agency:

The agency which conducts the census and socio-economic survey of the affected population should also be entrusted with the task of conducting the infrastructure survey of the affected villages. This survey should also be conducted long before development of the RC begins so that the information so collected may be used in the development and planning of the RC. Availability and use of that data will also help reduce the conflicts between R and R authorities and the affected people.

Procedure to Conduct G I Survey:

The agency collecting data for the GI survey first and foremost need to read the Policy and include all resources mentioned and the losses of which will have a direct or indirect impact on

the people. The agency also needs to make a checklist based on the composition of the village population.

Methodology:

Three specific Methods may be used to identify and survey the locally available physical infrastructure:

- I. Walk Over Survey,
- II. Resource Mapping, and
- III. Focused Group Discussion.

(a) The Walk Over Survey consists of the experts criss-crossing the whole impact area noting carefully various geographical features, such as:

- (i) Village feature/Layout of the village: This should be done systematically. It should include the geographical setting, settlement pattern, size, type (cluster, scattered),
- (ii) Number and Type roads: This is inclusive of both internal road and external roads leading to lands, forests, pastures, other villages, towns;
- (iii) Water bodies: River, streams, tanks, fishing ponds, temple ponds, wells (include community owned, caste group owned, others), bore wells, water quality and seasonal fluctuations in water availability and water quality;
- (iv) Forest and Pasture: available or not, their use is allowed or not, their extent, sufficiency for the local needs of the people and cattle for each season, tree species and grass and their relationship to local occupations season wise; flora and fauna, timber and buildings.
- (v) Agricultural lands: extent, type, cropping pattern, irrigated or dry, plantations or seasonal crops, sufficiency for the local population.
- (vi) Stones and stone quarries, sands and sand quarries, bricks and brick kilns their relationship to local building types and architecture and related occupations.
- (vii) Topography, land slopes, direction of streams, water logging, flood proneness of the village or lack of water, hilly, plain, or coastal conditions, flora and fauna as they relate to the occupations in the village/town for example goatary, fishery, sheep rearing, dairying, camels and cattle and their relation to draft power in agriculture, orchards and their relation to fruit markets, cold storage or winery and fruit processing etc.,

(viii) Built environment: Existing buildings such as Schools, High Schools, Colleges, Temples/religious places, Dharmashala, Government buildings, Shops and Markets, Factories and Industries;

(ix) Holy Groves, grave yards, cremation grounds, play grounds, cattle pond, jatra grounds, akhadas, Gardens and Parks.

(x) Disposal of wastes: cattle, human and other wastes.

II. Resource Mapping:

While availability of natural resources such as land, water, forest, pasture, stones and sands, roads and certain buildings and open areas in the affected villages is identified in the walk over surveys explained above, the Resource Mapping on the other hand concentrates on identifying other existing resources, and their adequacy in the affected settlements. Resource Mapping is a method for collating and plotting information on the occurrence, distribution, access and use of resources within the economic and cultural domain of a specific community. Resource mapping should be preceded by a listing or compiling a preliminary checklist of resource-related issues relevant to the community with deliberate inclusion of vulnerable, marginalized segments including women, landless, BPL families, etc. Resource mapping is best associated with a walk over survey or transect walks and focused group discussions which contribute to a more critical analysis of the individual resource. Resource mapping should be conducted at the onset of a community based activity, but only after rapport has been established with the community.

These resources include:

(a) Electricity: hydro power/nuclear power/coal based/wood based/Biogas/etc.

The main source of lighting, cooking and other domestic purposes. Enquire into each type as more than one source may be used, availability in all seasons,

(b) Transport facilities like road transport, railways, airways, shipping;

(c) Communication facilities like telephones, post offices, e-mail facilities, satellite enabled mobile phones, television and radio, news papers and periodicals;

(d) Banking institutions and credit facilities, credit co-operative societies, money lenders, self help groups;

- (e) Marketing net works, shandies, shops and services, business and industries, fair price shops, milk co-operative societies, cattle shandy, cattle ponds; haats in the area/to be affected area and in the surrounding villages;
- (f) Godown and Cold Storage facilities;
- (g) Flour mills, Saw mills, Pounding mills; Quarrying sites;
- (h) Brick Yards; Wood lots;
- (i) Health and educational facilities like doctors, hospitals, schools, High schools, colleges.
- (j) Cremation ground; platforms, shed (for use during the rainy season) water source pipe/pond, availability of firewood for cremation, location with regard to the village and to other significant infrastructure and or social or cultural property.
- (k) Sanitation and waste disposal: The arrangements at present, if open defecation then specify land availability for men and women; whether affected area is covered under the Rural Water Supply and Sanitation Mission or any other such scheme,

III. Targeted Group Interviews/Focussed Group Discussion:

Focussed group discussion in the affected villages with certain groups such as women, rural artisans, user groups, caste groups, agricultural labourers, farmers, traders, on issues of local facilities existing in the affected villages and what they expect in the new places (RCs) will reveal relevant points of information such as :-

- (i) indigenous system of production, credit, marketing, local raw materials,
- (ii) fodder and livestock preferences,
- (iii) forest species and local occupations related to forest resources,
- (iii) local facilities and occupational linkages,
- (iv) any other occupation related to the non land based resources such as fishing (pond/river/sea), shrimp cultivation, etc
- (v) Occupations on common property resources or government land such as orchards, kevda cultivation/collection, cashew cultivation, etc.

The facilities and the infrastructure available in the affected village may be indicated on the map of the village using specific symbols placed on the exact point of location on the map. This information may be collected using a simple questionnaire containing items on each of the

facilities and resources indicated above and traced on the map for descriptive purposes. A list of all these items may be prepared and made available to the R ad R administrator for the purpose of replicating, as far as possible, the same facilities in the RC.

Report Verification:

The report or data collected must be canvassed and published in local language in all affected areas, villages, and towns. Objections should be called for. They should be heard promptly. In this process the local R & R Staff must do verification of data along with the survey staff. Once verification is completed, the final version of the Report shall be published. This becomes the basis for all further action in the R & R Programme.

Panel for Independent Enquiry into SES Report:

The Report shall be examined by an independent multi-disciplinary expert group constituted for the purpose by the RPDAC/Government. Two non-official social science and rehabilitation experts, the Secretary/Secretaries of the department(s) concerned with the welfare of Scheduled Castes and Scheduled Tribes, of the appropriate Government or his (their) representative(s), and a representative of the requiring body shall be nominated by the appropriate Government to serve on this expert group.

Part II: General Infrastructure Survey

Section 1: General Information

- 1.1 Name of the Hamlet:
- 1.2 Name of the Village:
- 1.3 Name of Gram Panchayat:
- 1.4 Name of the Tehsil:
- 1.5 Name of District:

Sl.No	General Infrastructure	Existing in project area		Required in resettlement sites		Given or not given		Remarks
		Area	No./ Units	Area	No./ Units	Area	No. / Units	
1	Roads (Kms) (internal/external)							
i	Kuccha							
ii	Pucca							
iii								
2	Water Supply (specify type)							
i	Dug Well							
ii	Tube well							
iii	Hand pumps							
iv	Pipeline							
v	Any other specify							
3	Electricity							
4	Cremation Platforms							
5	Brick Yards							
6	Market Area							
7	Cattle Market Area							
8	Village Industry Sites							
9	Samudaya Bhavan							
10	Anganwadi Centre							
11	Panchayat Ghar							
12	Community Hall							
13	Post Office							
14	Police Station / Police Posts							
15	Banks (specify type)							
i	Commercial bank							
ii	Regional rural bank							
iii								
16	Prayer Halls							
17	Schools/ Education Centers (specify type)							
i	Primary							
ii	Secondary							
iii	High School							
iii	Technical Institution							
iv	Adult Education Centre							
v	College (General Education)							
vi	Special schools for disabled / other vulnerable groups							

vii	Library / Study Centers							
18	Health Centers (specify type)							
i	PHC							
ii	Sub centre							
iii	ANM Centre							
iv	Dispensary / hospital (allopathic / ayurvedic / homeopathic / others)							
v	Veterinary center							
19	Fair Price Shops							
20	Co-operative societies							
21	Shops							
i	Textile Shops							
ii.	Grocery shops							
iii.	Chemists and Pharmacy							
iv.	Hardware/cement/construction material shops							
v.	Hotels/lodges/guest houses/Chowtries							
22	Service Centre							
i.	Flour mill							
ii.	Tractor repairs							
iii.	Cycle/automobile repairs							
23	Servicemen							
i	Barber							
ii.	Carpenter							
iii.	Blacksmith							
iv.	Goldsmith							
v.	Tailor							
vi.	Cobbler							
vii.	Masons							
viii.	Potter							
ix.	Washerman							
x.	Any Other							
24.	Others (specify)							

PART III: Cultural Property Survey/Social Property Survey

One of the most difficult aspects of identifying, locating, compensating and recreating are the socio cultural components. Orissa is seeped in history and there is a need to recognize the simple and yet significant items of local living “folk cultures” which impinge upon the daily lives of the affected people including culture of tribals and indigenous peoples. Given the vast differences locally, regionally and varying according to the tribe, it becomes necessary to identify both cultural and social components. A Socio-Cultural Property Survey thus becomes very necessary for a systematic planning of R & R programmes and estimation of R & R cost. Part II includes the items that have to be looked for during the walk over survey. These are listed out in Part III of SES.

Cultural Components

Over a long period of history, the events and persons who shaped the local or regional history have left behind the marks, monuments, and traditions of those historical epochs-which by tradition and custom have become part of the local living culture of those villages. Such are the following items:

- (i) Inscriptions, Herostones, Mahasatistones, Canons, battle fields which reveal historical data of often immense importance;
- (ii) Forts and ancient palaces ruins and other monuments;
- (iii) Hierophanies and hieroprophecies where manifestations of the “sacred” has made the relevant places very sacred to the local people:
 - (a) Holy groves,
 - (b) Holy springs,
 - (c) Samadhis of great saints,
 - (d) Dargahs of great Muslim/Sufi saints,
 - (e) Caves,
 - (f) Birth places of religious leader/saints,
- (iv) Temples, Idagahs, Masjids, Churches, Gurudwars, Jain Basadis, Buddhist stupas, Viharas and Chaityas;
- (v) Monasteries, Maths and Mathadhipatis;
- (vi) Chawdy and Dharmashalas, Musafir khanas and Caravan Serais;
- (vii) Village entrance gates or boundary stones, Akhadas (local traditional wrestling centre)
- (viii) Archaeological sites which need explorations;
- (ix) Jatra grounds, Festival locations, Local trade guilds and trading posts.

While this list is comprehensive it is by no means exhaustive and care should be taken to include all such property not included therein.

Social Components:

A village is a collective settlement of human beings endowed with reflexivity, creativity, innovation, and adaptation to local situation. The social psychology and its various consequences in the affected villages need to be taken into account at least in so far as they influence the life and living conditions of the displaced people. Social components includes among others social infrastructure, social capital and the relevant practices.

Objectives of the Socio Cultural Property Survey:

1. To ensure that all social and cultural property of the affected population is surveyed and recorded.
2. To ensure that all social and cultural property of the affected area is surveyed and recorded.
3. Within each of the ethnic, caste and religious groups among the affected population identify all issues of social and cultural importance.
4. Enumerate each of the social and cultural property which is affected or will be affected by the project.
5. To ensure that each of these is earmarked, reconstructed (that which were in existence and in use, shifted and preserved, reestablished).

Selection and Qualifications of the Agency:

The agency which conducts the census and socio-economic survey of the affected population should also be entrusted with the task of conducting the infrastructure survey of the affected villages. This survey should also be conducted long before development of the RC begins so that the information so collected may be used in the development and planning of the RC. Availability and use of that data will also help reduce the conflicts between R and R authorities and the affected people.

Procedure to be Followed Before Conducting the Survey:

1. Investigators shall be trained in the method of Direct Observation.
2. Make any arrangements necessary for the observation to take place.
3. Make a preparatory list which is inclusive of all the social and cultural property specific to the area and population.

4. Plan on which days the observation will take place and how long will it last.
5. Decide and work out suitable headings to make notes under. For each property there needs to be a set of queries and information sought.
6. Make notes as the observation is occurring or immediately afterwards in order to record all particulars.
7. Where more than one observer is used it is particularly important to ensure that all observers are in agreement as to what they are recording and the criteria they are using.
8. How did the observation went, including problems encountered. This should be brought out in the focused group discussions.
9. The final result from applying direct observation may be a list of problems which can be used to provide improvements to the infrastructure. To create such a problem list, it may be necessary to supplement direct observation with other methods.
10. Schedule for Focused Group discussions for specific groups.

Methods to Conduct SCPS Survey:

A Socio-cultural property survey may be conducted using:

- (i) Direct Observation
- (ii) Walk over survey method,
- (iii) Group Discussions, and
- (iv) Social Mapping Method.

I. Direct Observation

Direct Observation should be made when an inventory/identification of physical amenities/resources is needed and not available from existing sources. Direct observation does not allow observers to interfere in the users normal interaction with the infrastructure/ property, which is of advantage for ensuring that realistic usage is observed, but is also of disadvantage in that the observer has to interpret what they observe without the active clarification of the person being observed, and that in addition they cannot control the experiences the person faces. This lack of control means that the observer may not see the users responses to all events which may be of interest, and for this reason direct observation often needs to be used in conjunction with other techniques e.g. focused group discussion and resource mapping, etc.

For the purpose of the socio- cultural property survey the method used will be for

1. Observation of particular physical structure and its conditions in the affected or to be affected area and note down types and conditions.
2. Observation of places and their use by people – observe the facilities, rituals and activities in relation to the place.

3. General infrastructure within the village or accessible to the villagers. The availability of the same to all or specific sections of the population. Intrinsic value of the same to the population.
4. Condition and utilization of each of the property that is being observed. Whether adequate or needs to be modified/alterd/added etc in the new resettlement sites.

II. Walk Over survey: Discussed in Part II

III. Group Discussions:

Group Discussions should be held with various sections and categories of the affected population on the various social and cultural property specific to specific ethnic, religious, caste, kinship and other community/group. This should be covered systematically including all aspects of importance to the various ethnic, religious and linguistic and other groups. Discussions should be held separately for women and groups/community that are in a minority in the village. For each group an open ended Schedule must be prepared to ensure the inclusion of all significant components of each property enumerated.

IV. Social Mapping:

Social mapping can be used to gather information on village layout, infrastructure, demography, ethno-linguistic groups, health pattern, wealth and others.

Pilot Study and Pretesting and Staff Training:

Since this survey calls for certain sensitivity and specialized skills in exploring cultural arena social anthropologists or sociologists may be selected to conduct the Socio-Cultural Property Survey.

Data Collection and Supervision:

The analysis shall include careful examination of all the evidence collected. Analyse and write up the results of your observation. The data collected needs to cross checked with historical records, State Gazetteers, various government departments, private/academic cultural institutes, and others. Photographs and videography should be done to record the condition and type of the social and cultural property.

Reporting Format:

Alongwith a description of the social or cultural property photographs of the property front, back and both sides have to be published. The description should include area, built up area, historical past, significant events and practices, etc. Wherever required maps, sketches, drawings, pictures, etc should be produced. A list of all social and another list of all cultural properties should be prepared separately.

Report Verification:

The report or data collected must be canvassed and published in local language in all affected areas, villages, and towns. Objections should be called for. They should be heard promptly. In this process the local R & R Staff must do verification of data along with the survey staff. Once verification is completed, the final version of the Report shall be published. This becomes the basis for all further action in the R & R Programme.

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Cost Norms:

Either based on number of days required for data collection, or number of villages involved, or total area involved, cost may calculated. Total cost of socio cultural survey shall also include cost of preparing questionnaires, obtaining equipment on rental, data processing, report writing, wages paid to the investigators and research officers and the overhead charges on TA/DA, agency service charge. At any case, the agency should be selected on competitive basis considering the basic professional qualifications prescribed for selection agency for Socioeconomic Survey

Part III: **Social and Cultural Infrastructure Survey**

A) Social Infrastructure

Sl.No	Social Property	Existing in Project area		Required in resettlement sites		Given or not given	Remarks
		Area	No /Units	Area	No/Units		
1	Festive locations						
2	Local trade guilds						
3	Trading spots						
4	Bhajan Mandals						
5	Sports Groups/associations/clubs						
6	Musical Groups/associations/clubs						
7	Dance Teams/associations						
8	Drama groups/associations/club						
9	Self Help Groups						
10	Yuvak Mandals						
11	Yuvathi mandals						
12	Folk art Groups						
13	Painting groups						
14	Handicrafts associations						
15	Local Bandsets						
16	Co-operative Bodies: Credit Co-ops, Consumer Co-ops, Fishing Co-ops, Craft Co-ops, Milk producers Co-ops, farmers co-ops, poultry producers co-ops, labour co-ops						
19	Money Lenders						
20	Local quack doctors						
21	Caste Panchayats/Tribal Committee of Elders						
22	Village Panchayat						
23	Any Other organized units of social or cultural nature (specify)						
24							
25							
26							
27							
28							
29							

B) Cultural Infrastructure

Sl.No	Cultural Property	Existing in Project area		Required in resettlement sites		Given or not given	Remarks
		Area	No /Units	Area	No/Units		
1	Forts						
2	Ancient Palaces						
3	Canons						
4	Battlefields						
5	Other monuments						
6	Village entrance gates						
7	Boundary stones						
8	Akhadas						
9	Archaeological sites						
10	Monasteries						
11	Maths						
12	Mathadhipatis						
13	Chawdy						
14	Dharamshala						
15	Musafirkhanas						
16	Caravan series						
17	Jatra grounds						
18	Holy Groves						
19	Holy springs						
20	Samadhis						
21	Dargahs						
22	Caves						
23	Birth places of religious leaders / saints						
24	Inscriptions						
25	Herostones						
26	Mahasatistones						
27	Temples						
28	Idgahs						
29	Masjids						
30	Churches						
31	Gurudwaras						
32	Jain Basadis						
33	Buddhist stupas						
34	Other religious monuments						
35	Others (specify)						