

Government of Andhra Pradesh
Office of Commissioner, Panchayat Raj & Rural Development,
Tadepalli, Guntur

Circular No. 1/CPR&RD/ YSRJSBHBR/SVAMITVA /2021, Dated:01.11.2022

Sub: CPR&RD – YSRJSBHBR/SVAMITVA-Survey in Grama Kantham Areas – Instructions issued to implementation scheme in Rural Grama Kantham Areas -Reg.

Ref: 1. 1322604/CPR/RGSA/2020 from CPR&RD, dt:4.5.2021
2. Minutes of the meeting held at O/o.SPI.CS & CCLA, dt:23.08.2022

The “YSR Jagananna Sashwata Bhu Hakku Mariyu Bhu Raksha pathakam” (YSRJSBHBR) is a comprehensive survey of Agricultural lands, Habitations of Rural areas and Urban areas. This program was launched by the Hon’ble Chief Minister on 21.12.2020. The Survey of Villages Abadi and Mapping with Improved Technology in all Village Areas (SVAMITVA), is a Government of India scheme under above program. The Scheme aims to survey of all the households / properties of Rural Grama Kanthams /Abadi (Habitations) through Drone technology and provide an integrated property solution for Rural Andhra Pradesh through issue of Ownership Certificates to the owners. The **Record of Rights (RoR)** for Non- Agriculture in rural areas is prepared to enable the rural household owners to use their property as a financial asset for taking loans and other financial benefits from banks.

In this regard, the instructions are issued hereunder be strictly adopted in implementation of “YSR Jagananna Sashwata Bhu Hakku Mariyu Bhu Raksha pathakam” with regard to Survey of Non-Agricultural Lands including GramaKantham lands in rural areas.

Sl. No.	Level	Officer Responsible	Duties	Registers to be maintained
1	Updation of Household Assessment records.			
	GP	Panchayat Secretary	<ul style="list-style-type: none">The Panchayat Secretary and his team shall perambulate entire village and record every property in the Assessment register.House tax assessment register and revision register shall be updated.While updating the records, the Panchayat Secretary shall include all properties i.e., Government, Panchayat, Private ownership details into the Assessment register and no property shall be left over.	Panchayat Secretary shall maintain updated Household assessment register

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			<ul style="list-style-type: none"> While recording the Government properties include all Government buildings, streets, vacant lands in the habitation area, thrashing floors or any porambokes vested with Panchayat etc., whether or not house tax or vacant land tax is levied. The Panchayat Secretary shall update the existing assessment register based on the updated assessment register. The 42 column proforma shall be prepared and additional information shall be obtained from the property holder. Panchayat Secretary shall collect information on classification and other details of the lands from the Revenue Authorities, for the properties situated outside of Gramkantham and update the records accordingly. Assessment numbers shall assign to each plot/building starting from North-West to South-east. 	
	Mandal	E.O(PR &RD).	<ul style="list-style-type: none"> Quality check: At least 5% of the updated records shall be verified randomly in every Gram Panchayat of the Mandal by the E.O (PR & RD). 	Panchayat Secretary shall maintain quality inspection register at GP level in which EO (PR&RD) inspection and remarks shall be filed
	Divisional	DLPO	<ul style="list-style-type: none"> Quality check: At least 5% of the updated records shall be verified randomly, minimum 5 Gram Panchayats in each Mandal by the DLPO of the concerned division 	Panchayat Secretary shall maintain quality inspection register at GP level in which DLPO inspection and remarks shall be filed
	District	DGPO	<ul style="list-style-type: none"> Quality check: At least 5% of the updated records shall be verified randomly minimum 10 GPs in each division by the District Gram Panchayat Officer (DGPO). 	Panchayat Secretary shall maintain quality inspection register at GP level in which DGPO inspection and remarks shall be filed
2	Form-2 Notices:			

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	GP	Village surveyor & Panchayat Secretary	<ul style="list-style-type: none"> Notices shall be signed by Village Surveyor and displayed by Panchayat Secretary at 3 prominent places in Gram Panchayat jurisdiction. 	Panchayat Secretary shall maintain acknowledgement register of form 2 notices displayed
3	Conduct of Gram Sabha			
	GP	Panchayat Secretary	<ul style="list-style-type: none"> Conduct of Grama Sabha to discuss about the objectives, benefits of the Survey, survey schedule and process. 	Panchayat Secretary shall maintain registers as per APPR Act 1994
4	Information, Education & Communication (IEC) activities			
	GP	Panchayat Secretary	<ul style="list-style-type: none"> Panchayat Secretary shall ensure wide publicity in the Gram Panchayat through beat of Tom-Tom / public announcements and any other means of communication about Drone survey, one day prior to the event. 	Panchayat Secretary shall collect photos, video clippings, copy of pamphlets and banners
5	Demarcation of Grama Kantham boundaries			
	GP	Village Revenue Officer(VRO), Village surveyor & P.Secy	<ul style="list-style-type: none"> The boundaries of the Grama Kantham of the Gram Panchayat shall be demarcated by Village Revenue Officer (VRO) and Village surveyor. Panchayat Secretary will assist in Demarcation process. 	Village Surveyor shall handover a copy of demarked boundary of GK and Pt.Secy., shall preserve it for future reference
	Mandal	Tahsildar, Mandal Surveyor and EO (PR&RD)	<ul style="list-style-type: none"> Quality check: Mandal Survey team consists of Tahsildar/Dy.Tahsildar, Mandal surveyor and EO (PR &RD) shall conduct Quality check of all Gram Panchayats boundary demarcation work of Gram panchayat survey team 	VRO shall maintain quality inspection register at GP level in which Tahsildar/ Dy.Tahsildar/Mandal Surveyor inspection and remarks shall be filed
6	Chunna marking (Thickness of the chunna marking shall be 12.5 cm)			
	GP	Gram Panchayat Survey team consisting of P.Secy, VRO, Village surveyor and Engineering Assistant	<ul style="list-style-type: none"> The boundaries of the Grama Kantham area will be marked with limestone powder(Chunna) with the cooperation of Village Revenue Officer (VRO) & Village surveyor. Chunna marking shall be done for the following: <ol style="list-style-type: none"> 1.Boundaries of the Grama kantham, 2.Water bodies, 3.Grazing lands, 4.community lands, 	Panchayat Secretary shall collect photos, video clippings, confirmation register from property owners in prescribed proforma

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			<p>5.burial grounds, 6.public utilities 7.Government properties,etc. 8. Boundaries of any other common property, resources /assets of Gram Panchayat community.</p> <ul style="list-style-type: none"> • Precautions during Chuna marking: while marking the boundary of the private properties/houses, marking shall be done wherever the boundary/compound walls are not constructed. • No chuna marking is required, if the compound walls (permanent or swemi permanent) are exist in the field. However, in case any property owner claims the un-used property beyond the compound wall or his boundary, the same has to be marked with chunna upon examining the evidence produced by the property owner. • If the house doesn't have compound wall and is a joint property, Chunna marking will be done in all 4 sides duly dividing the property as per the boundary indicated by the owners or enjoyed of the house. The survey teams shall demarcate the boundaries of such type of properties duly receiving of delaration from owner/occupant of joint properties in the prescribed form. • Chunna marking shall be done 2 days prior to the Dronefly, so that the markings are not destroyed, removed or altered. • The survey team along with Gram Panchayat staff shall supervise the survey process so that the limestone powder(Chunna) markings or boundary markings are not erased by any means.(Chunna marking guidelines are attached separately) 	
	Mandal	EO (PR&RD)	<p><u>Random check:</u></p> <ul style="list-style-type: none"> • The E.O(PR & RD) shall randomly verify Chunna marking 5% properties of the correctness of the individual properties, all Government properties and properties of the Gram Panchayat boundaries, etc., and also ensure that the marking is not erase that the marking is not erased before drone flying. Observations to be noted in the prescribed form. 	Panchayat Secretary shall maintain random check register at GP level in which EO (PR&RD) inspection and remarks shall be filed

Sl. No.	Level	Officer Responsible	Duties	Registers to be maintained
	Division	DLPO	<p><u>Random check:</u></p> <ul style="list-style-type: none"> The DLPO shall randomly verify Chunna marking 5% properties in minimum 5 GPs in mandal, the correctness of the individual properties, all Government properties and properties of the Gram Panchayat, etc., and also ensure that the marking is not erase that the marking is not erased before drone flying. Observations to be noted in the prescribed form. 	Panchayat Secretary shall maintain random check register at GP level in which DLPO inspection and remarks shall be filed
	District	DGPO	<ul style="list-style-type: none"> The DGPO shall randomly verify Chunna marking 5% properties in minimum 10 GPs in Division the correctness of the individual properties, all Government properties and properties of the Gram Panchayat, etc., and also ensure that the marking is not erase that the marking is not erased before drone flying. Observations to be noted in the prescribed form. 	Panchayat Secretary shall maintain random check register at GP level in which DGPO inspection and remarks shall be filed
7	Drone flying			
	GP	Village Surveyor	<ul style="list-style-type: none"> Village Surveyor ensure flying of Drone covering whole Gram Panchayat/Habitation. 	Village Surveyor shall collect photos and video graphs
8	Obtaining of ORI Maps and Individual Property Parcel Maps from Survey of India (The Survey of India shall provide a colour printout of Ortho Rectified Image (ORI) in 1:500 scale comprising of Digital property Parcels of the Gram Panchayat (Building Parcel numbers) to the Gram panchayat for further process.)			
	District	Assistant Director, Survey Settlement and Land Records Department	<ul style="list-style-type: none"> Obtaining of ORI Maps and Individual property Parcel Maps from Survey of India 	O/o. AD, SSLR
9	Printing of individual Property Parcel Maps (PPMs)			
	GP	Panchayat Secretary	<ul style="list-style-type: none"> All the PPMs shall be printed at GP level when Soft copies received from O/o. AD,SSLR and handed over to Village Surveyor 	Panchayat Secretary shall print PPMs and hand over to Village Surveyor
	Mandal	EO (PR&RD)	<ul style="list-style-type: none"> Monitor all Property Parcel Maps shall be printed at GP level and handed over to concerned GP Village Surveyors 	-
10	Issue of Form-10 Notices to individual property Owners			
	GP	Village Surveyor &	<ul style="list-style-type: none"> Notices shall be signed by Village Surveyor and same will be served by Panchayat Secretary. 	Panchayat Secretary shall preserve notices of

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		Panchayat Secretary		form 10 acknowledgements
11	Issue of 9(2) and 10(2) Notices to individual property Owners			
	GP	Village Surveyor & Panchayat Secretary	<ul style="list-style-type: none"> Notices shall be signed by Village Surveyor and same will be served by Panchayat Secretary. 	Panchayat Secretary shall preserve notices of 9 (2) and 10 (2) acknowledgements
12	Appeals and disposal			
	Mandal	Dy. Tahsildar/ Revenue Inspector (RI)	<ul style="list-style-type: none"> All the appeals shall be attended as per AP S&B Act 1923 	-
13	Ground Truthing and Ground Validation			
	GP	Village Surveyor, Village Revenue Officer(VRO) along with Panchayat Secretary	<ul style="list-style-type: none"> PPMs verification before GT & GV: VRO and Village Surveyor along with Panchayat Secretary shall conduct verification to each Property Parcel Maps provided by the SOI with reference to the property assessment register of the Gram Panchayat. Note: No of total assessments in the Gram Panchayat (No of properties) and the No of Property Parcel Maps given by SOI shall tallied. In case of any discrepancy found, the same shall be noted by the GP survey team, recorded in prescribed form and marked in the survey map and sent to SOI for incorporating the discrepancies in the final Map. The survey team shall field check the boundaries and measurements given by the Survey of India in each PPM with the actual field measurements of every property with respect to 42 column assessment register. The survey team should confirm the correctness of measurements to each PPM with reference to the area of the parcel and dimensions. <p>➤ If any variation is found such variation shall be noted property parcel wise(Not tallied PPMs) in exclusive sheet prepared for each property prescribed form The same shall be reported to Survey of India for correction in the PPMs.</p> <p>➤ During PPMs verification the survey team shall keep with them the details of Poramboke lands,</p>	Panchayat Secretary shall maintain register duly receiving signatures from individual property owners during GT&GV completion.

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			Government lands and Endowment lands etc., while validating the ownership of the individual. ➤ If any discrepancies found by Mandal/Divisional/District teams during their check/audit , then the Survey team in turn shall re-verify the discrepancies and incorporate in the report.	
	Mandal	EO (PR&RD)	<ul style="list-style-type: none"> 100% of all Govt., and local body, other Govt., lands inspection and confirming the details as per record in all the Gram Panchayats in Mandal 	Panchayat Secretary shall maintain quality inspection register at GP level in which EO (PR&RD) inspection and remarks shall be filed
	Division	DLPO	<ul style="list-style-type: none"> 100% of all Govt., and local body, other Govt., lands inspection and confirming the details as per record minimum 5 GPs in each Mandal of the division. 	Panchayat Secretary shall maintain quality inspection register at GP level in which DLPO inspection and remarks shall be filed
	District	DGPO	<ul style="list-style-type: none"> 100% of all Govt., and local body, other Govt., lands inspection and confirming the details as per record minimum 10 GPs in each division 	Panchayat Secretary shall maintain quality inspection register at GP level in which DGPO inspection and remarks shall be filed
14	Return of unmatched Property Parcel Maps (PPM) to SOI			
	GP	Village Surveyor	<ul style="list-style-type: none"> Un matched Property Parcel Maps shall be submitted to O/o.AD, SSLR further submission to Sol 	
	District	AD, SSLR	<ul style="list-style-type: none"> Un matched Property Parcel Maps details submission to Sol for obtaining corrected PPMs 	
15	Preparation of Draft survey records			
	GP	Village Surveyor and Panchayat Secretary	<ul style="list-style-type: none"> The survey team shall prepare the draft survey records as part of GT & GV process, which includes Property Parcel Maps, Gram Panchayat/ habitation Map, Gram Panchayat habitation survey registers submission to 	Panchayat Secretary shall preserve a copy of draft survey records for future reference

Sl. No.	Level	Officer Responsible	Duties	Registers to be maintained
			O/o.AD, SSLR for obtaining final PPMs from Sol.	
	Mandal	EO(PR&RD)	<ul style="list-style-type: none"> Quality check: Not less than 10% of the draft survey records shall be verified randomly and certified in every Gram Panchayat of the Mandal 	Panchayat Secretary shall maintain quality inspection register at GP level in which EO (PR&RD) inspection and remarks shall be filed
	Division	DLPO	<ul style="list-style-type: none"> Quality check: Not less than 10% of the draft survey records shall be verified randomly, minimum 5 Gram Panchayats in each Mandal in the division 	Panchayat Secretary shall maintain quality inspection register at GP level in which DLPO inspection and remarks shall be filed
	District	DGPO	<ul style="list-style-type: none"> Quality check: Not less than 10% of the draft survey records shall be verified randomly minimum 10 GPs in each division by the District Gram Panchayat Officer (DGPO). 	Panchayat Secretary shall maintain quality inspection register at GP level in which DGPO inspection and remarks shall be filed
16	Obtaining of final PPMs from Survey of India			
	District	AD, SSLR	<ul style="list-style-type: none"> Final PPMs to be obtained from Sol as per timelines 	O/o.AD, SSLR
17	Preparation of Final Draft survey records			
	GP	Village Surveyor and Panchayat Secretary	<ul style="list-style-type: none"> The survey team shall prepare the Final draft survey records which includes individual Final Property Parcel Maps, Gram Panchayat/ habitation Map, Gram panchayat habitation Survey Registers to obtain approval from Gram Panchayat. 	Panchayat Secretary shall preserve one copy for future reference
18	Approval of Gram Panchayat			
	GP	Panchayat Secretary	<ul style="list-style-type: none"> Panchayat Secretary shall display a notice in GP office notice board and any other prominent public places after receiving Digital Final Map (which includes Boundaries of the Buildings, public streets and other public open 	Panchayat Secretary shall preserve one copy of final draft survey

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			<p>spaces in the respective Gram Panchayat of which the map has been prepared.</p> <ul style="list-style-type: none"> The Panchayat Secretary shall submit the Final records of the survey in the Gram Panchayat. Gram Panchayat shall approve the submitted records after verification. Pt.Secy., shall handover final survey records of GK to village surveyor who in turn handover to AD, SSLR 	record for future reference
19	Issue of notification u/s 13 of the AP S&B Act-1923			
	District	Assistant Director, Survey Settlement and Land Records Department	<ul style="list-style-type: none"> The Assistant Director, Survey Settlement and Land Records Department shall check the Record of ownership, Individual Property Parcel Maps, Gram Panchayat habitation Registers and Gram Panchayat ORI Map, prepared and submitted by Village Surveyor and publish the same in the District Gazette. 	AD, SSLR

In addition to the above process flow to improve monitoring and quality of Survey in Grama Kantham areas, Gram Panchayat, Mandal, Divisional and District level Officers have been appointed and duties allotted for smooth functioning. The concerned Officers are held responsible to implement the scheme successfully in Gram Panchayats with strictly following the Guidelines.

Roles and Responsibilities at Mandal/Divisional and District level officers

Sl. No	Level	Officer Responsible	Duties
1	Mandal	Extension Officer(PR &RD) & Tahsildar	<ul style="list-style-type: none"> Tackling any coordination issues at Gram Panchayat level functionary of that Department To conduct Quality Checks at every level as prescribed Continuous monitoring of Gram Panchayat Survey teams Responsible to meet timelines in the concerned mandal
2.	Divisional	Divisional Panchayat Officer(DLPO) & RDO	<ul style="list-style-type: none"> Tackling any coordination issues at Mandal level functionary of that Department To conduct Quality Checks at every level as prescribed Continuous monitoring of GP/Mandal Survey teams Responsible to meet timelines in the concerned division

Sl. No	Level	Officer Responsible	Duties
3.	District	District Gram Panchayat Officer(DGPO) & AD, SSLR	<ul style="list-style-type: none"> • Tackling any coordination issues at Divisional level functionary of that Department • To conduct Quality Checks at every level as prescribed • Continuous monitoring of Mandal/Division Survey teams • Responsible to meet timelines in the concerned District

Sd/-
Commissioner, PR&RD

Copy to all District Collectors,
Copy all District Gram Panchayat Officers
Copy submitted to Prl. Secretary to Government, PR&RD for kind information
Copy submitted to Spl.CS & CCLA for kind information
Copy submitted to Commissioner, SSLR for kind information
Copy to PS to Commissioner, PR&RD
SF/SC