

**Guidelines to raise claims for expenses towards
conduct of Survey.**

1. Urban Local Bodies conducting the survey are liable to raise the following claims as per the format provided along with.

Towards honorarium to Data Entry Operator, Enumerator & Supervisor for the survey works for both Municipalities & Municipal Corporations:-

- (i) @ Rs 1000/- for one Data Entry Operator
- (ii) @ Rs 1000/- for one Enumerator
- (iii) @ Rs 2000/- for one Supervisor

2. The attached CLAIM FORM is to be downloaded & filled up (if required , add more rows). The filled up CLAIM FORM has to be signed and stamped jointly by the Nodal Officer for the survey & the Mayor/ Chairperson of the ULB. This completed CLAIM FORM has to be sent to the Director, SUDA immediately, either

(i) through hard copy with forwarding letter through courier/special messenger

OR

(ii) through scanned complete CLAIM FORM by email to wbsudadir@gmail.com or cp.suda@yahoo.co.in

Survey for Identification of Manual Scavengers in Statutory Towns of West Bengal, 2013

CLAIM FORM

Name of Municipal Corporation/Municipality:

A.

Sl	Full Name of Supervisor	@	No. of Supervisor	Total amount claimed in Rs
	(1)	(2)	(3)	(4) = (2) × (3)
		Rs 2000/- per supervisor		
SUB TOTAL (A)				

B.

Sl	Full Name of Enumerator	@	No. of Enumerator	Total amount claimed in Rs
	(1)	(2)	(3)	(4) = (2) × (3)
		Rs 1000/- per Enumerator		
SUB TOTAL (B)				

C.

Sl	Full Name of Data Entry Operator(DEO)	@	No. of DEO	Total amount claimed in Rs
	(1)	(2)	(3)	(4) = (2) × (3)
		Rs 1000/- per DEO		
SUB TOTAL (C)				

Total amount claimed= Sub total [(A)+(B)+(C)]=Rs.....

Total amount claimed in words: Rupees.....

Nodal Officer Signature with stamp

Mayor/Chairperson Signature with stamp