INDUSTRY CONSULTATION/EOI
FOR
EMPANELMENT OF MANPOWER AGENCIES TO CARRY OUT DIGITAL CROP SURVEY IN MADHYA PRADESH

Date: 11/12/2024

COMMISSIONER LAND RECORDS
GOVERNMENT OF MADHYA PRADESH

Regd. Office:

Commissioner of Land Records
Department of Revenue, Madhya Pradesh,
Naka Chandrabadni, Needam Road,
Gwalior (MP) – 474009
email: mp-lrs@mp.gov.in
SAARA Portal: https://saara.mp.gov.in/saaraweb/reports.html

Industry Consultation/ EOI Notice

Industry Consultation/ EOI for Empanelment of Manpower Agencies to Carry Out Digital Crop Survey in Madhya Pradesh

Commissioner Land Records, Madhya Pradesh (MPCLR) invites experienced firms/Agencies for industry consultation/ Expression of Interest (EOI) for Empanelment of Manpower Agencies to Carry Out Digital Crop Survey in Madhya Pradesh.

Interested firms/agencies may submit their response to the EOI latest by 17.12.2024 till 4:00 pm on mp-lrs@mp.gov.in accordingly MPCLR may issue entry passes to the agencies who wish to attend the Industry Consultation/ EOI on 20.12.2024, 11:00 AM at Office of the Principal Revenue Commissioner, Madhya Pradesh, 220, Rajasv Rahat Bhavan, Arera Hills, Bhopal

The detailed EOI document can be downloaded from our website: https://saara.mp.gov.in/saaraweb/reports.html >> DCS E.o.I.

(Commissioner)
Land Records, Madhya Pradesh

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Disclaimer

The information contained in this EoI document is being provided to agencies(s) on the terms and conditions set out in this document. This is neither an agreement and nor an offer/ invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this document, the interested agencies shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested agencies are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that this document is complete in all respects and firms submitting their proposal are satisfied that the EoI document is complete in all respects.

MPCLR, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Company/legal entity under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, costs or expenses which may arise from or be incurred or suffered on account of anything contained in this EOI document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EoI document and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI Document or arising in any way for participation in this EOI Process. MPCLR also accepts no liability of any nature whether resulting from negligence or otherwise how so ever caused arising from reliance of any Company/legal entity upon the statements contained in this EOI document.

MPCLR (Further referred to as 'Department) reserve the right to reject any or all of the applications submitted in response to this EoI document at any stage without assigning any reasons whatsoever. MPCLR also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their proposal in response to this EoI. MPCLR reserve the right to change/ modify/ amend any or all of the provisions of this EoI document without assigning any reason. Any such change would be communicated to the agencies by Newspaper/e-mail/ posting it on the website https://saara.mp.gov.in/

The Agencies shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees and other expenses associated with any demonstrations or presentations which may be required by MPCLR, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Agencies and MPCLR shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Agencies in preparation or submission of the proposal, regardless of the conduct or outcome of the EOI Process.

Information provided in this document or imparted to any respondent as part of EoI process is confidential to Department and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

Acronyms

Agencies	"Agencies" means any Company/Society/Firm registered in India submitting EOI along with prescribed documents in response to EOI and intending to provide services.
CLR	Commissioner Land Records
DCS	Digital Crop Survey
EOI	Expression of Interest
GoMP	Government of Madhya Pradesh
GST	Goods & Service Tax
HO/HoD/HQ	Head Office/Head of the Department/Head Quarter
IT	Information Technology
ITB	Instruction to Agencies
JCLR/DCLR	Joint Commissioner Land Records/Deputy Commissioner Land Records
LoI	Letter of Intent
MIS	Management Information System
MPCLR	Madhya Pradesh Commissioner Land Records, Gwalior (Department)
MPLRS	Madhya Pradesh Land Record Society
RFP	Request for Proposal
SAARA	Smart Application for Revenue Administration
SLA	Service Level Agreement
SLR	Superintendent Land Records
SoW	Scope of Work
ToR	Terms of Reference
WO	Work Order

Introduction

About the Department

a. Madhya Pradesh Commissioner Land Records (MPCLR)

Department of Revenue, Government of Madhya Pradesh has the mandate for the creation and management of Land Records for the entire State of Madhya Pradesh. The creation and management of the Land Records is governed by the provisions of the Madhya Pradesh Land Revenue Code, 1959 (MPLRC) and the rules formulated under it. Creation of Land Records is done as per the procedure laid down for Survey and Settlement in the MPLRC and the modifications to the Land Records during the term of the settlement is made on the basis of decisions of the Revenue Courts constituted under the MPLRC and other provisions of the Act. The Department of Revenue has embarked on ambitious projects named Revenue Court Management System, Digital Crop Survey, Web GIS for leveraging ICT in Land Records & functioning of Revenue Courts domains as an end-to-end, holistic Digital Governance initiative covering all stakeholders.

b. Madhya Pradesh Land Records Management Society (MPLRS)

The Madhya Pradesh Land Records Management Society has been setup under the office of the Commissioner of Land Records (CLR). The mandate of the MPLRS is to assist the CLR in improving the management of Land Records by adoption of modern practices for land records management. MPLRS is headed by the CLR and is currently engaged in formulation of strategies, policies, plans and projects for better land records management, more efficient citizen service delivery and implementation of land records modernization projects.

Objective of EoI

The key objectives for inviting Expression of Interest (EoI) are outlined below, but are not limited to:

a. Identifying potential agencies, firms capable of either providing manpower for each village for conducting Digital Crop survey (DCS) activities or can conduct DCS in accordance with the scope of work detailed in this document.
b. Analyzing the approach, methodology, solutions proposed and capability of the agencies through their proposals.
c. Assessing the technical and financial strength of major market players in this field
d. Understand the financial viability of the mentioned scope of work as per the terms and condition of the project.
e. Evaluating the human resources capabilities of agencies in line with the project's requirements.
f. Understand the challenges and other aspects of doing the required work.
g. Inviting suggestions from the interested agencies to execute the required work.
h. Assessing the outreach of the interested agencies in Madhya Pradesh

Note: The CLR has the authority to determine whether to issue new open tenders or a limited tender exclusively for the agencies that qualified during this EOI stage for the final

empanelment. Additionally, the CLR may modify any part of the forthcoming tender or the bid selection model, in accordance with the base rates outlined in the Scope of Work.

Project Brief

Introduction

Madhya Pradesh has approximately 3,00,14,992 crore khasras, though this number may fluctuate over time. The state has three crop sowing seasons: Rabi, Kharif, and Zaid. During each season, a crop survey, known as Girdawari, is conducted three times a year using the SAARA App (https://saara.mp.gov.in/), in accordance with the Madhya Pradesh Land Records Rules. Once the crops reach a specific growth stage, the surveyor visits each Khasra in person to perform the survey using a mobile application. This work is then verified by the patwari. The timeline for completing the entire survey work is 45 days for each season.

The data collected from these surveys is continuously used in various schemes, including procurement and crop insurance. To increase transparency in the Girdawari process, the Government of India has introduced the Digital Crop Survey initiative. This initiative involves capturing photographs of the sown crops using geo-fencing technology at the parcel level.

Pilot Project

Initially, the department launched this project as a pilot project in two districts of Madhya Pradesh (Neemuch and Seoni). Subsequently the DCS initiative has been rolled-out across the state from Kharif season 2024.
Currently the survey work under DCS is being carried out by the local youths in respective villages.
The propositions based on the pilot project are mentioned in the **Annexure 6**

Technical Presentation

The agencies will provide a detailed presentation to the department for its approach and methodology to implement the project as per defined scope of the work . The presentation should broadly cover the following sections.

I.   Agencies' Presence in India and Madhya Pradesh
II. Agencies' understanding of the project
III. Previous overall work experience of the agencies including the competency in doing the similar kind of project & Challenges faced during implementation
IV. Human resource capacity of the agency
V.   Financial Strength of the agencies with turnover bifurcation of the agencies as per the specific project experience
VI. Project implementation plan and Agencies' approach for this project
VII. Methodology for performing the work and completion of the project
VIII. Agencies' plan for required manpower acquisition (Process, engagement type, analysis of required total manpower, probable sources, and the backup mechanism.

IX.   Agencies' plan for training of manpower and verification of the work by surveyor

X.   Manpower management and control mechanism of the agencies

XI.   Contingency plan for completion of the work for each season, region and as per the geographic conditions

XII. Year-wise Estimated detailed budget of the project as per the agencies to work on the project for next 5 years

XIII. Agencies' financial viability to carry out the said work

XIV. Project sustainability plan of the agencies for next 5 years

XV.   Risk and mitigation plan.

XVI. Any other relevant information/inputs from agencies

Note:

I.   The detailed presentation including above points.

II.   Department may notify the agencies for the date of presentation.

III. The Agency to consider the propositions and facts mentioned in Annexure 6, 7 and 8 for preparing the presentation.

Broad Scope of work

1 Broad scope

I.   Supply the necessary personnel for Digital Crop Survey (DCS) activities.

II.   Provide additional personnel as required by the department to ensure the completion of DCS activities.

III. Ensure that each individual completes the survey activities according to the specified scope.

IV.   Complete the DCS activities within 45 days for each season.

V.   Ensure that the provided personnel meet the minimum qualifications as outlined in Annexures 6,7, and 8.

VI.   Confirm that the provided personnel are equipped with the necessary survey devices and means of transportation.

VII. Provide regular project progress reports and manpower attendance reports.

VIII. Secure insurance coverage for the provided personnel.

2 Responsibility of department:

I.   The department will provide a mobile application to the agencies which will be used for the DCS activities. The mobile application will be having the features/details of the khasra map, khasra owner name, navigation till the khasra etc.

II.   The department will also provide the number of Khasra to be surveyed for the crop in particular village, tehsil, or district.

III. Provide total required amount of manpower for each village.

IV.   The department will provide training to the supplied personals per village.

V.   Patwari of the village will verify the survey performed by the agencies personal

VI.   Department will make payment for each successful crop survey.

Note: The department will not provide mobile phones, motorbikes, bicycles, fuel expenses, transportation, or internet facilities to the agencies and provided manpower.

3 Agencies' responsibility:

    I.   The agencies are responsible for providing sufficient manpower, as specified by the department, to complete 100% of the crop survey within the specified timeline (45 days)

    II.   The agency may have to provide additional manpower as per the requirement of the project.

    III.   It is essential for the agencies to thoroughly understand the project requirements, accurately estimate the number of personnel needed, and ensure the timely completion of the crop survey for each season.

    IV.   The agencies must also carefully review the project finances before submitting a proposal to avoid any future financial constraints.

    V.   The agency is required to submit work progress reports to the department every Monday, Wednesday, and Friday.

    VI.   The agency will submit the attendance record of the supplied manpower.

    VII.   The manpower provided by the agency, preferably employs local village youth, if there is no local village youth is available to work the agency may deploy the manpower from other nearby area.

    VIII.   If any survey got rejected while the verification stage then agency should provide manpower for the re-survey of the rejected surveys

4 Total tentative Khasra as per the districts

    For the district wise tentative Khasra count please refer '**Annexure -5**: List of Survey numbers and minimum requirement of resource'. The department will provide the village wise khasra details in the bidding documents (RFP) in future.

General Instructions to Agencies

1. This document does not constitute an offer, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever.

2. The Agencies shall bear all the costs for participation in the EOI process including preparation of responses to the EOI etc.

3. This is not a **Request for proposal (RFP)** and hence **commercial bids** are not required to be submitted with EOI, though the agencies to propose the 'detailed' estimated budget of the project as per agencies' own experience at the time of presentation and to physically submit the same to the department.

4. MPCLR reserves the right to examine / verify the supportive documents / reports furnished by the agencies.

5. MPCLR would constitute an evaluation committee that will evaluate the responses in detail in order to determine whether they are substantially responsive to the requirements set forth in the EOI. The decision taken by the committee in this regard is final and binding on all the agencies of EOI.

6. MPCLR shall shortlist the agencies based on the requirements and the responses submitted. MPCLR reserves the right to call agencies for a **presentation** of their

proposed solution on the date and time decided CLR. The decision taken by the committee in this regard would be final and binding on all the agencies of EOI.

7. The **Presentation** should be prepared as per Section: Technical Presentation

8. The Presentation shall be held at **as mentioned in this docuement** or any other place as decided by department. The Date & time will be communicated to agencies in advance. Agencies has to give the presentation covering points as per section: Technical Presentation for max up to **10 min and 5 min Q&A**.

9. No proposal shall be accepted after the due date and time.

10. If any information or document provided in the response to this EOI is found to be misleading subsequently, the agencies will be disqualified.

11. MPCLR may reject any or all the responses received / cancel the entire process at any stage without assigning any reason whatsoever.

12. MPCLR shall have absolute discretion to issue Request of Proposal to eligible agencies shortlisted under EOI, or to go for an open tender later as per the requirement of department. MPCLR reserve the right to modify the eligibility criteria and scope of work in RFP.

13. MPCLR also reserve the right to modify the quantum of work/ number of resources/ number of phases, project duration & any clause of EoI at RFP Stage.

14. The agencies who wish to submit responses to this EOI should note that they should abide by all the terms and conditions contained in the EOI. If the responses contain any extraneous conditions put in by the respondents, such responses may be disqualified and may not be considered for the further process.

15. The information exchanged between the agencies and MPCLR as part of this EOI shall be confidential and shall not be disclosed without the prior written consent of the MPCLR.

16. Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this EOI, the parties shall be subject to the jurisdiction of courts at Bhopal, Madhya Pradesh State, India only.

17. The department may decide to allocate more work to the manpower on the same rate in future over the year but the department is not bound to provide the same.

Submission of Proposal

1. This EOI is advertised through selected newspapers and is also posted on SAARA Portal: https://saara.mp.gov.in/.

2. MPCLR to give wide publicity and invite a large number of eligible "Agencies" who have the capability to deliver such services, for their participation in the process of Expression of Interest. The information provided by the "Agency(s)" will be used by the

'MPCLR to select potential agencies, finalize approach for getting the work done, define timeline etc.

3. The Agencies shall submit a digitally signed, and complete Proposal comprising the documents and forms mentioned in this document. The submission can be done electronically through e-mail on mp-lrs@mp.gov.in the Proposals submitted by any other means will be rejected.

4. Department may select few or all agencies which have submitted proposal for industry consultation/EOI

5. Department will analyze the approach, methodology, and solutions proposed by various potential agencies and may decide further course of action for the RFP.

Annexure-1 Format of Application Form
(On Applicant Organization's Letterhead)

To,

Commissioner of Land Records
O/o Commissioner Land Records,
Department of Revenue, Madhya Pradesh,
Naka Chandrabadni, Needam Road,
Gwalior (MP) – 474009

Subject: Expression of Interest for – EOI for Empanelment of Manpower Agencies to Carry Out Digital Crop Survey in Madhya Pradesh.

Ref : EoI No.: MPCLR/2024/DCS/XXX Date: XX/XX/2024

Dear Sir,

This has reference to the EoI floated by your department pertaining to the above captioned subject.

We are interested in submitting our Expression of Interest for the same.

We would like to clearly state that we qualify for this work and our organization is not debarred/blacklisted and not under a declaration of ineligibility for corrupt or fraudulent practices.

We understand that if the details given in support of claims made by us are found to be untenable or unverifiable or both, our EOI will be rejected without any reference to us. We further clearly and understand that Department is not obliged to inform us of the reasons of rejection of our proposal/bid.

Yours sincerely

Authorized Signatory

<<Name, designation, contact address, telephone number, email & seal of authorized signatory >>

Annexure -2 Agencies Profile

S/N	Particulars	Response
1.	Agencies' Name	
2.	Date of incorporation/Registration	
3.	Company Head Office Address	
4.	Registered office address	
5.	Contact person Name	
6.	Address	
7.	Telephone no.	
8.	Mobile No.	
9.	Fax No.	
10.	e-mail ID	
11.	Number of year experience in ==providing outsource manpower==	
12.	Turnover for Financial Years 2021-22	
13.	Turnover for Financial Years 2022-23	
14.	Turnover for Financial Years 2023-24	
15.	Net Profit (after Tax / Depreciation) for 2021-22	
16.	Net Profit (after Tax / Depreciation) for 2022-23	
17.	Net Profit (after Tax / Depreciation) for 2023-24	
18.	Office detail in Madhya Pradesh (Yes/No)- If Yes Provide Address	
19.	No of surveys project executed during the last 5 years	
20.	Existing Staff strength of the Company	
21.	Whether ready to participate as primary agencies and undertake to provide the services indicated in the scope of EOI.	

Annexure -3 Experience of Outsourcing Manpower Services

Submit following details separately for each of the project/site (one duly filled format for each client.).

S/N	Particulars	Response
1	Organization in India where the manpower outsourcing services has been provided.	
2	Address of a contact person at above Organization	
3	Name	
4	Designation	
5	Mobile No:	
6	Email	
7	Contract date	
8	Number of resources deployed	
9	Value of the Project	
10	Whether the scope for this engagement covered all the modules indicated in Scope of this EoI i.e. Survey work (Yes/No)- if yes provide details	
11	Customer satisfactory letter/client certificate if any.	

Note: Attached Separate Annexure for each Project in the proposal.

Annexure -4 Experience of Survey Projects

Submit following details separately for each of the project/site (one duly filled format for each client.)

S/N	Particulars	Response
1	Organization in India where the manpower outsourcing services has been provided	
2	Address of a contact person at above Organization	
3	Name	
4	Designation	
5	Mobile No:	
6	Email	
7	Contract date	
8	Number of resources deployed in the project	
9	Value of the Project	
10	Details of Survey Carried out in brief	
11	No. of Survey carried out (for example 10000)	
12	Customer satisfactory letter/client certificate if any.	

Note: Attached Separate Annexure for each Project in the proposal.

Annexure -5: List of Survey numbers and minimum requirement of resource
(Department may change this criterion based on the EOI outcomes)

Sno.	District	Total Khasra	Total Estimated Local Youth
1	AGARMALWA	475666	438
2	ALIRAJPUR	375372	442
3	Anuppur	521747	567
4	Ashoknagar	481938	557
5	Balaghat	919922	1036
6	BARWANI	289721	425
7	Betul	639597	780
8	Bhind	275653	502
9	Bhopal	212776	280
10	Burhanpur	100039	159
11	Chhatarpur	982409	1068
12	Chhindwara	704067	841
13	Damoh	635364	743
14	Datia	361026	433
15	Dewas	627289	752
16	DHAR	859116	1073
17	Dindori	385772	466
18	Guna	446037	542
19	Gwalior	365821	400
20	Harda	158112	224
21	Indore	378124	473
22	Jabalpur	459662	606
23	Jhabua	549467	631
24	Katni	580457	660
25	KHANDWA	346930	470
26	KHARGONE	462567	660
27	MAIHAR	388504	420
28	Mandla	496607	626
29	Mandsaur	754039	812
30	MAUGANJ	442252	507
31	Morena	530484	661
32	Narmadapuram	372719	497
33	NARSINGHPUR	421749	548
34	Neemuch	400043	432
35	NIWADI	192065	225
36	PANDHURNA	111117	148
37	Panna	748046	804
38	Raisen	428302	568
39	Rajgarh	1304622	1368
40	Ratlam	585701	658
41	Rewa	919405	1036

42	Sagar	881717	1072
43	Satna	786310	844
44	Sehore	666244	792
45	Seoni	644291	797
46	Shahdol	759232	817
47	Shajapur	740674	747
48	Sheopur	207994	281
49	Shivpuri	885849	1030
50	Sidhi	622058	707
51	SINGROULI	624930	643
52	Tikamgarh	496872	576
53	Ujjain	960784	1071
54	Umaria	367063	407
55	Vidisha	680668	804
	Total	**30014992**	**35126**

Note: The above-mentioned survey number and manpower requirement is tentative and may vary at the time of actual execution of the project.

Annexure 6: Proposition for this EOI based on the Pilot project analysis

Based on the surveys conducted so far and the insights gained from the pilot phase, the department has proposed the following criteria for this project.

a. Hiring of agencies for 'statewide' work in all villages of Madhya Pradesh, the appointment model for the RFP may be decided based on the EOI outcomes.

b. Approximate Khasra count 3,00,14,992 (+/- 20%), this Khasra count may vary more than the given variation value as per the crop season.

c. Yearly activity carried out for three seasons i.e. kharif, rabi, Zaid (this is to be noted that Rabi and Kharif are the major season and the crop in Zayed season may not sown in every area)

d. Approximate Manpower requirement – 31,000 to 35,000 (count may vary as per the requirement for completion of work and as per the crop season)

e. 8 Rs. Per Crop/per survey will be provided to the hired agencies for successful crop survey, this amount may get reduces based on the agencies' financial proposal to be provided while presentation.

f. In case more than one crops in single survey number then additional amount of Rs. 2 is to be paid max up to Rs. 14 including above Rs. 8 (i.e. 8+2+2+2)

g. The Major survey parameter will be:
    i. Crop details
    ii. Farmer details
    iii. Geo-fence location of the crop to be captured by visiting the farms
    iv. Clear geo-reference pictures of the crop
    v. Verification of the survey etc.

h. Time to complete the survey work in each season - 45 days

i. The surveyor must have an android phone with Android version 6 or above with internet connectivity

j. The surveyor must be class 8th Pass and it is preferred to be local resident of the village to be surveyed between 18 to 40 years of age.

k. Preference/Priority will be given to female surveyor, then lower age surveyor within age limit specified above.

l. Agency must ensure that the surveyor who survey a particular village should not be assigned the same village in the next season.

m. Wages to be paid by the Agency to the surveyor should be in accordance with the law, Act, Rule, Circular, guidelines issued by Govt of Madhya Pradesh time to time.

### Annexure 7: The Process of Digital Crop Survey

Here the broad process of digital crop survey is mentioned for the agencies' reference, the complete process will be shared in the tender/RFP document

a. Under the Digital Crop Survey Scheme, information about crops sown in the field along with photographs of the crop will have to be recorded using geofencing (parcel level) technology through the prescribed app.

b. Through MP Kisan App, farmers may also go to their fields and record the information about the sown crop and if necessary, they will also be able to file claim objection against the recorded crop information. For the crop for which survey is already done the surveyor will not be able to perform the survey again and no payment will be made for the same.

c. Local youth or Patwari, working as Girdawari surveyors, will be able to record information about the crops sown in the field along with photos of the crops using geofencing (parcel level) technology.

1   Introduction to Geofencing (Parcel Level) Technology

a. Geofencing means that crop information can be recorded only within the fixed limits of the map shape. It is a virtual geographic boundary that helps control survey activities on a mobile device.

b. Parcel geofencing means that an attempt has been made to ensure that crop survey work can be carried out within the boundaries of the Khasra by using geo-referenced village maps to ensure that work can be carried out within the boundaries of the Khasra within the prescribed permitted limits.

2   Surveyor registration and survey
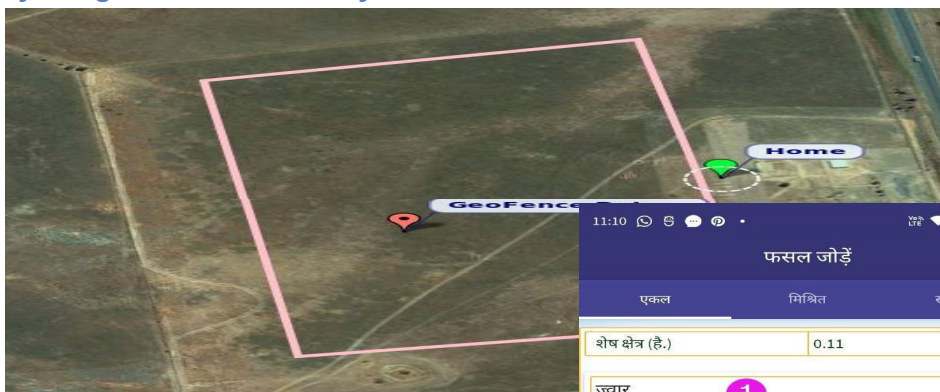
The registration of surveyor will be done on MP Bhulekh portal. The AADHAR based e-KYC and verification of the surveyor will also be done on the MP Bhulekh portal.

For the Survey work the Surveyor has to use the SAARA application which can be downloaded from Playstore which works on the Android 6 or

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above. The user can only login on this application after registration on MP Bhulekh portal.

The Surveyor will be able to download the village data and the village map data. Once the complete data of village is downloaded the surveyor will be able to see the Khasra on which survey needs to be done.

The application will also show the GPS location of the Khasra, distance from the village, distance of the surveyor from the Khasra.

While filling the crop data the surveyor will have to fill all the following points (which may vary in future):

i.   Name of the crop
ii. Type of the crop
iii. How was it sown?
iv. Types of seeds
v.   Variety
vi. How is the seed?
vii. Irrigation situation
viii. It is mandatory to take 1* photo of the crop, photo 2,3 are not mandatory.
ix. Sowing date
x.   Check the filled crop and add all the information using Add button.
xi. The surveyor may update upto 4 crops in a percticular survey/Khasra if more than one crops/mixed crops are sown by the farmer.

For each additional survey there is an additional payment up to 3 additional crops but if there are more than one crops are sown by the farmer it is mandatory to capture all the crops but no additional amount will be paid from the 5th crop

Annexure 8: Pilot Project methodology

The following instructions have been adhered for the crop survey proceedings under the pilot project. The methodology provided below is for the reference of the interested agencies regarding the process of DCS

1   Local youth (surveyor) registration and training

a. One or more local youth (ages 18 to 40) have been registered on the MPBHULEKH portal for digital crop survey work in the village assigned by the concerned Patwari.

b. These youth must have completed at least the 8th grade and possess a mobile phone (Android version 6 or higher) with internet access.

c. If no suitable local youth are available within the Gram Panchayat, candidates from the nearest Gram Panchayat meeting the criteria have been registered. Priority may be given to the selection of female candidates.

d. The training of local youth is conducted by the respective Revenue Inspector at the Revenue Inspector Circle/Tehsil level, along with the Tehsil-level Master Trainer.

e. The concerned Patwari is responsible for ensuring that the digital crop survey work is completed by providing necessary guidance to the surveyors regarding Girdawari.

2   Digital Crop Survey through MP Kisan App

a. After downloading MP Kisan App from Play Store, login can be done through mobile OTP.

b. Information about crop self-declaration can be recorded through MP Kisan App by taking a photo of the crop through geo fence technology and information about claim/objection against the already registered crop can also be recorded through MP Kisan App.

3   Process followed for Registration, village allotment and verification on the portal-

a. The work of registration and village selection by the surveyor will be done on the MP-BHULEKH (https://mpbhulekh.gov.in/)portal.

b. After the registration of the surveyor and approval of village allotment is completed by the Patwari on the MPBHULEKH portal, the surveyor will be able to login to the SAARA app through OTP.

c. After logging in, the surveyor will be able to download the data of the allotted village/survey number and upload the Girdawari data by taking photos of each crop in the field through parcel level geo fence. It will not be mandatory to take geo fence and photos to update additional information other than the crop.

d. If there is more than one surveyor in the village, the division of work will be done by the Patwari and it will be kept in mind that survey numbers should be allotted to the surveyors as per the maximum limit of 1000 survey numbers.

e. After uploading the data by the surveyor, the same data will be available to the supervisor (Patwari) on the SAARA app/portal, in which the Patwari will be able to approve the information by observing the crops and photos available in

Khasra and if necessary, mention the reason for re-testing and will be able to send it to the surveyor for re-survey.

f. After sending it for re-testing, this data will be available to the surveyor in the SAARA app, information about which will be uploaded by the surveyor by taking photos of each crop in the field through parcel level geo fences.

g. The re-survey information retrieved from the surveyor can be reviewed and approved by the supervisor through the SAARA app/portal, but the information cannot be sent for re-examination by the supervisor at the second time and If necessary, the information will have to be updated by the supervisor through parcel level geo fence.

h. Information about crop discrepancy will be obtained according to the input data received (probable crop information according to farmer Girdawari/satellite image etc.).

i. After approval of the crop survey information, the information of 01 percent survey number of each village (selected from the discrepancy data as much as possible) will be verified by the concerned Tehsildar/Naib Tehsildar (Verifier) through SAARA App/Portal. If necessary, the information can be sent to the supervisor for re-examination by mentioning the reasons, in which case the supervisor will again ask the surveyor to upload the said information by taking photographs of the crop through parcel level geo fences.

j. After receiving the updated information from the surveyor and supervisor, again the said information will be approved by the verifier, but it will not be sent for re-testing the second time. If necessary, crop survey information will be updated through geo fence technology by the verifier itself through SAARA App.

4   Appointment and investigation of investigating officer-

a. The system will select 20 percent villages for each year/season to verify the information **update by the surveyor and** approved by the supervisor. In this way, by selecting villages for each year/season, 100 percent investigation work of villages will be completed in the next 05 years. For investigation work, officials of Revenue/other departments (Agriculture, Horticulture etc.) except Tehsildar/Naib Tehsildar will be appointed by the Collector at their discretion.

b. The information of the investigator user will be updated through SAARA portal, to whom the village allotment will be done through SLR login on SAARA portal.

c. One (01) percent of the allotted villages or at least 10 private survey numbers of the village (selected from the discrepant data as far as possible), whichever is higher, will be allotted by the system.

d. After logging into the SAARA app, the allotted village/survey number will be checked by the investigator. If they agree, the information will be uploaded by taking a photo of the crop and if they disagree, the information will be uploaded along with the photo of the crop through geo fence.

e. The information uploaded by the investigator will be available on the SAARA portal in the login of the concerned Tehsildar/Naib Tehsildar, which will be resolved after review of the information/ necessary investigation.

f. After the supervisor approves the information, the information about the crop in the field can be reviewed by the farmer through MP Kisan App and in case of

disagreement, the updated information along with the photo of the crop can be uploaded through parcel level geo fence for claim/objection resolution.

g. The claim/objection received through MP Kisan App will be resolved by the concerned Tehsildar/ Naib Tehsildar after necessary investigation.

h. The data will be locked after the due date, after which modification cannot be done.

i. Thus, the process of digital crop survey will be completed in the following time limit:

5 Time Schedule

Sno.	Point	From	To
1	Surveyor deployment and registration	From the date of agreement = T	T1 = T+15 Days
2	Training	T1	T2 = T1+15 Days
3	Farmer Crop Survey	T2	T3 = T2+45 Days
4	surveyor crop survey	T2	T3
5	supervisor verification	T3	T4 = T3+10 Days
6	Farmer Claim/Objection	T4	T5 = T4+5 days
7	Claim/Objection Redressal	T5	T6 = T5+5 Days
8	verifier approval	T4	T6
9	Digital Crop Survey Investigation Work	T4	T7 = T6 +5 Days
10	Final approval of investigation work		T8 = T7 + 5 Days

6 Payment:

a. The surveyor paid Rs. 8 for each successful crop survey

b. If more than one crop sown in the same khasra than additional Rs. 2 paid for next 3 crops