



Office of the Mission Director,
APMEPMA, Collect orate Compound,
Guntur, Guntur District.

Rc. No. 941/SVP/2012/C

Dated: 25.07.2016.

CIRCULAR

Sub:- MEPMA – SVP – Survey of Street Vendors in all ULBs by the CRPs – Certain instructions issued – reg.

Ref:- Letter to the District Collectors from the Prl. Secretary (MA), MA&UD Dept, Hyderabad
Lr. Rc. No. 941/ SVP/ 2012 Dated: 17.01.2014.

The Mission Director, APMEPMA has directed to conduct survey and registration of street vendors in all ULBs. The prescribed format and format of identity card has communicated vide ref cited. It is suggested to utilize the services of experienced NGOs for the purpose. The following are the guidelines for selection of NGOs and Expression of Interest may be obtained by giving open invitation and selection shall be done transparently.

1. The Selection of NGO should be on transparent basis by inviting Expression of Interest, Careful examination of their background and activities, evidences for their experience etc.,
2. The selection shall be through the Municipal Commissioner, Municipal Engineer, Town Planning Officer and Project Director, MEPMA after obtaining NGOs profile
3. After selection, a MoU shall be made between the Project Director and NGO for conducting detailed survey especially in early morning & late evening hours, online updating of the data, facilitating collection of street vendor registration fee and issue of street vendor identity card with in the cost mentioned.
4. Payment of honorarium of Rs.7/- for filling of one street vendor survey format and Rs.3/ per format for online data entry. Rs.10/- towards cost of printing and NGO administration cost including training imparting knowledge about survey to the Data Collection Persons and Rs. 25/- towards cost of ID card including printing in colour & good quality lamination after

getting signature of the Municipal Commissioner concerned. Then payment can be made to NGOs, basing on the cost mentioned in the MoU.

5. The amount shall be released by the Project Director through DBT system after duly obtaining all documentary evidences and invoices from the NGO with signature of the elected representative or CBO leader in the ward after completion of survey along with counter signature of the Municipal Commissioner before making payment. The Payment of cost of total process done by NGOs and DRPs is met from SUSV funds under NULM.
6. The Project Directors are requested to obtain NGOs profile through EOI, facilitating Committee in selection of NGOs, arranging training to Data Collection Persons selected by NGOs through DRPs, who have been already trained by MEPMA and facilitating for conducting actual survey by appointing monitoring officers in coordination with the concerned Municipal Commissioner and finally the data entry of the formats along with the uploading of relevant documents.

District Mission Coordinator (LH) will be the overall Coordinator of the programme at the District level with assistance from Assistant District Mission Coordinator (SS) and Town Mission Coordinators in programme implementation and District Resource Persons for training purpose are be provided. The Payment of honorarium of NGOs and DRPs is met from SUSV funds under NULM.

The Project Directors of MEPMA are directed to have regular interaction with the Municipal Commissioners and monitor the progress of the programme as survey and registration work of street vendors has to be completed by 25th August 2016.



MISSION DIRECTOR

28/7/2016

To

The Project Directors of MEPMA in the State.
Copy to all Municipal Commissioners in the State.

Copy to the Director Municipal Administration, A.P., Guntur.
Copy submitted to the Principal Secretary, MA&UD Dept, A.P., Hyderabad.