

# Request For Proposal

[VERSION 2.0]

To Outsource  
Computerisation of Registration &  
Land Records Management System and Provisioning of Citizen  
and Back-end Services Through Establishment and  
Operations & Management of Citizen Service Centres  
Throughout the State of Punjab  
on  
**Public Private Partnership Model**

**PUNJAB LAND RECORDS SOCIETY**  
Office of Director Land Records  
Jalandhar City  
Punjab – 144 002

## REQUEST FOR PROPOSALS

Date of Issuance: \_\_\_\_\_

Ref. No.: \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

We enclose the Request for Proposal (RFP) document to outsource Computerisation of Registration & Land Records Management System in the State of Punjab. The RFP document consists of three volumes viz.

### **RFP Volume-1**

Section 1 Invitation for Proposals

Section 2 Scope of Work

### **RFP Volume-2**

Section 3 General Instructions to Applicants

Section 4 Special Instructions to Applicants

Section 5 Technical and Financial Details & Formats

### **RFP Volume-3**

Section 6 Draft Master Services Agreement, Non-disclosure Agreement and Schedules including the Service Level Agreement for Data Entry, Supply of equipment on upfront payment basis, Operations & Maintenance (O&M), and State Data Center Operationalisation.

You are requested to go through the document carefully and submit your proposals as per the instructions given in the document.

Thanking you,

Yours faithfully,

## Key Events & Dates

S.No.	Event	Date
1.	Issuance of RFP ver2.0 to pre-qualified bidders	
2.	Discussions with pre-qualified bidders on RFP ver2.0	
3.	Issuance of Final RFP (date of commencement of issuance)	
4.	Submission of queries by pre-qualified bidders	
5.	Issuance of Clarifications	
6.	Last Date for submission of bids (two envelopes : technical + financial) and date of opening of technical bid	

## IMPORTANT NOTICE

### THIS TENDER DOCUMENT IS NOT TRANSFERABLE

Tenderers are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

The response to this tender should be full and complete in all respects. Incomplete or partial bids shall be rejected.

The tenderer shall bear all costs associated with the preparation and submission of the bid, including cost of site visits, demonstration, benchmarking and presentation for the purposes of clarification of the bid, if so desired by Authorised Representative, Punjab Land Records Society (M/s. PLRS), Office of Director Land Records Punjab, Kapurthala Road, Jalandhar. M/s. PLRS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

The terms in the following categories are used interchangeably and their derivatives are synonymous within each category:

- a. 'Nakal Centre' , 'Citizen Service Centre' , 'Fard Kendra' , 'Tehsil Centre' and 'Sub-tehsil Centre'.
- b. Bidder, Tenderers, Operator, 'BOOT Operator'.
- c. RFP and Tender
- d. Proposal and Bid

# Volume 1

# Technical Scope of work for

To Outsource  
Computerisation of Registration &  
Land Records Management System and Provisioning of  
Citizen and Back-end Services Through Establishment  
and Operations & Management of Citizen Service  
Centres  
Throughout the State of Punjab  
on

**Public Private Partnership Model**

This document and all its contents are proprietary and confidential and are provided on a need-to-know basis.

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# 1 GENERAL INFORMATION

## 1.1 About Punjab

Enterprise and endeavor, these two words symbolize the essential spirit of the people of Punjab. Since Independence, over 5 decades, the state has earned its epithet: "Granary of India" through the enterprising spirit, and untiring toil of its people.

Its average growth rate of 10% is amongst the highest in the country. As per 2001 census, Punjab also boasts of literacy rate of 75.63% for males and 63.55% for females and the highest percapita income in India. Today Punjab has become a land of boundless opportunities, offering distinct advantages for investment and industry.



Since the recent liberalization of India's economy, Punjab has started making its mark on the global business, with major players from around the world establishing agribusiness in the state (in form of joint ventures).

Based on nature's bounty and the dynamism of its people, Punjab is a land of rivers, fertile soils and steady achievement. With its inimitable style of transforming every potential opportunity into a success story, the state was the first to translate agricultural technology into the "green revolution", recording highest growth rate in food production. Providing the impetus for the "White revolution", during Operation Flood, it was Punjab that recorded the highest per capita availability of milk. Agriculture is the mainstay of Punjab's economy with 84% of total area of the state being cultivated. The main crops grown are wheat, rice and cotton. Priority is being given to sugarcane, oil seeds, horticulture and forestry.



**State Statistics**

Divisions	: 4	Villages	: 13001
Districts	: 17	Total Area	: 5032732 hectares
Kanungo Circles	: 461	Net Cultivated Area:	4249982 hectares
Patwar Circles	: 4593		

**Agriculture Statistics**

Area under cultivation (in thousand hectares)						
Item	1990-1991	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005
Rice	2015	2612	2489	2530	2614	2400
Bajra	12	6	7	7	8	10
Maize	188	165	165	153	154	220
Wheat	3273	3408	3422	3375	3444	3250
Barley	37	32	23	26	23	30
<b>Total Cereals</b>	5525	6223	6106	6091	6243	5910
Gram	60	8	7	7	6	20
Other Pulses	83	46	42	34	38	65
<b>Total Pulses</b>	143	54	49	41	44	85
<b>Total Food grains</b>	5668	6277	6155	6132	6287	5995
Groundnut	11	4	4	5	4	6
Other Oilseeds	93	82	79	94	82	164
<b>Total Oilseeds</b>	104	86	83	99	86	170
Sugarcane	101	121	143	154	123	150
Cotton American	637	358	507	374	386	
Cotton Desi	64	116	100	76	66	
<b>Total Cotton</b>	701	474	607	450	452	550

Yield rates of Principal Crops (kgs. per hectares)					
Crops	1990-1991	2000-2001	2001-2002	2002-2003	2003-2004
<b>Wheat</b>	3,715	4,563	4,532	4,200	4,207
<b>Rice</b>	3,229	3,506	3,545	3,510	3,694
<b>Maize</b>	1,784	2,793	2,722	2,040	2,984
<b>Barley</b>	2,759	3,393	3,393	3,273	3,342
<b>Gram</b>	743	953	873	953	899

<b>Yield rates of Principal Crops (kgs. per hectares)</b>					
<b>Bajra</b>	1,090	893	929	810	993
<b>Sugarcane</b>	5,941	6,425	6,512	5,894	5,382
<b>Cotton (American)</b>	481	437	382	434	575
<b>Cotton (Desi)</b>	285	408	285	290	444
<b>Rapeseed and Mustard</b>	1,014	1,213	1,191	912	1,195
<b>Groundnut</b>	818	879	878	720	905
<b>Sunflower</b>	1,610	1,154	1,533	1589	1,600

## 1.2 State Vision

The vision of the state is overall economic development of the State supported by Public Private Partnership to transform into an ICT powered State with help of the following:

- Good Governance
- Improved delivery of citizen services
- Effective and efficient collection of state revenues and use the same for development of the state and it's people
- Implementation of e-Governance as a tool to control and monitor various departments of the State
- Creation of quality manpower through ICT education at all levels
- Creation of new jobs by bringing in new ICT industry
- Implementation ICT as local economic booster
- Co-ordinating political will and leadership of Chief Minister
- Simultaneous focus on top politicians and bureaucrats

### 1.2.1 Action Agenda for Good Governance

The following is the action agenda of the government to ensure good governance in the state:

- Reinvent the Government Good Governance functions
  - Refocus on Good Governance and divest other roles to private sector
  - Command-control regime to market driven role of facilitator

- Unbundling competitive & commercial functions from the State's roles
- Strengthening institutions to perform State domain roles
- Responsiveness, accountability & transparency in Governance through the use of ICT
- Improvement in delivery of services by Government to the Citizens
- Introduce the concept of Outsourcing with the help of Public-Private Partnership and Privatization
- Democratic decentralization for the benefit of citizens
- Empowerment of people and specially women & disadvantaged sections of the society

### 1.2.2 Government Process Re-engineering & Reforms

The various process re-engineering and reforms as envisioned by the state are as follows:

- Comprehensive review, simplification and revision of Punjab Civil Secretariat Manual of Office Procedure
- Comprehensive review, simplification and revision of Punjab Civil Services Rules
- Comprehensive review, simplification and revision of Punjab Financial Rules
- Adoption of single file system
- Restructuring of the State Government Departments by:
  - Re-fixing of work norms
  - Revised functions and roles of personnel
  - Implementation of feasible IIPA Report
- Right to Information Act 2002 adopted in Punjab
- Simplification of procedures for Citizen Services through Business Process Re-engineering undertaken by a Consultant
- Develop & implement a web based grievance help line
- Preparation and implementation of of Citizen Charter
- Take up Evaluation studies

### 1.2.3 Guiding Principles

The major guiding principles adopted by the State for good governance are as follows:

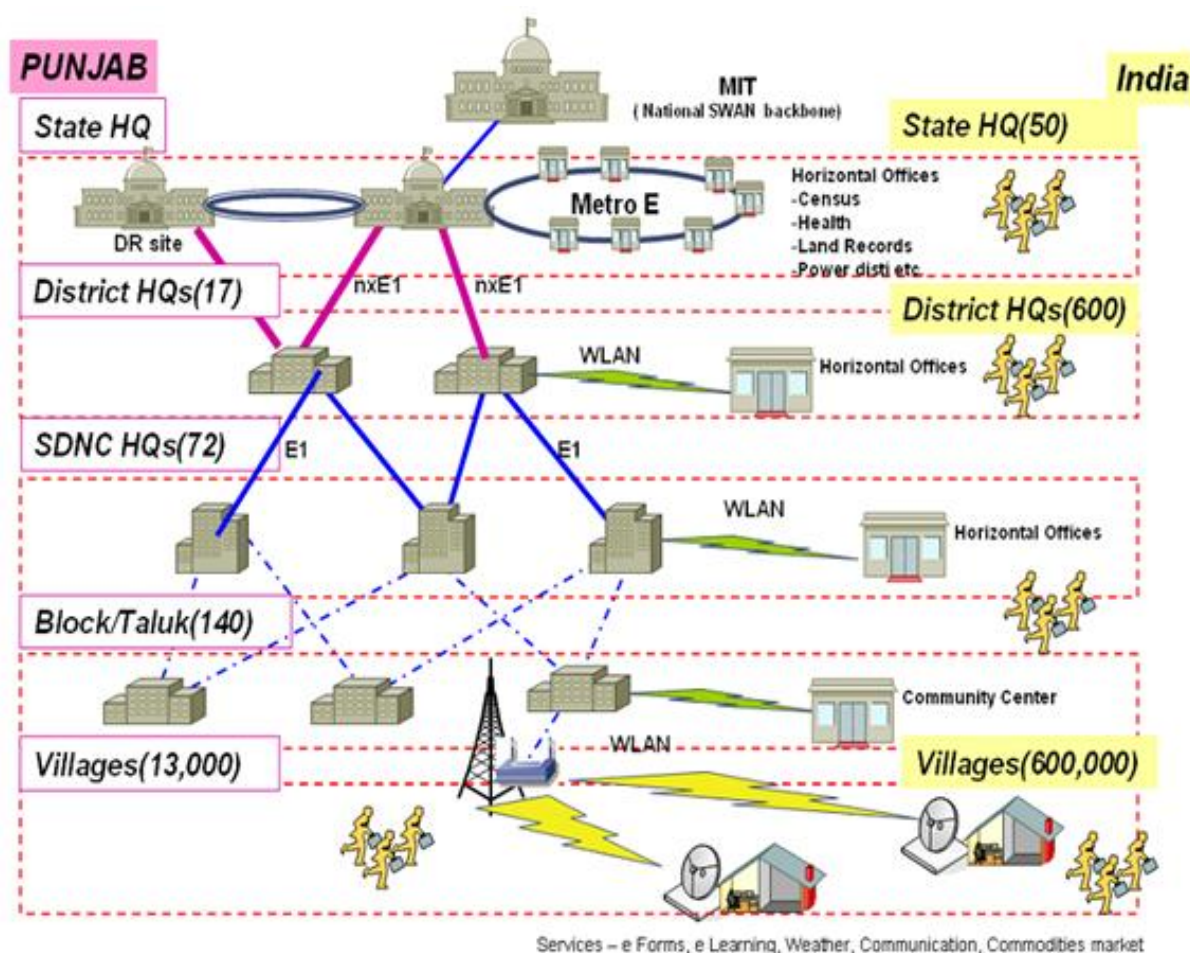
- Rule of law
- Transparency
- Accountability
- Responsiveness
- Effectiveness & efficiency
- Equity and inclusiveness
- Consensus orientation
- Participation

### 1.2.4 State Wide Architecture (PAWAN)

The state has proposed comprehensive State-Wide Area Network to create a basic Information Technology backbone.

The State Wide Network is to be used majorly for the following purposes:

- Data and File Transfer
- Email
- OLTP and Database Connectivity
- Video Conferencing
- Voice Connectivity



(The diagram above is indicative in nature and may not represent the exact topology)

The major applications envisaged to be run on this network are as follows:

- To provide common citizen services
- To run major e-governance applications
- Sharing of Citizen database
- Online monitoring of performance
- Monitoring of village development and other state schemes
- Distribution of educational content

State Wide Area Network will be used by the following Departments:

- Treasury
- Excise and Taxation
- Land Records
- Transport

- Police
- Municipal Corporations
- DC Offices
- Sukhmani Centers
- PGPMIS implementation

This network will considerably reduce traveling expenses of State Officials along with the reduction in postal, courier and telephone expenditure.

The tentative list of Points of Presence (PoP) across the state covered under the project SWAN is detailed in [Annexure 9](#)

**Note:** After SWAN is implemented in the State the BOOT Operator is required to test and assure the connectivity between the Citizen Service Centers and State Data Centre for the purpose of uploading data from Citizen Service Center to the State Data Centre within 30 days thereafter.

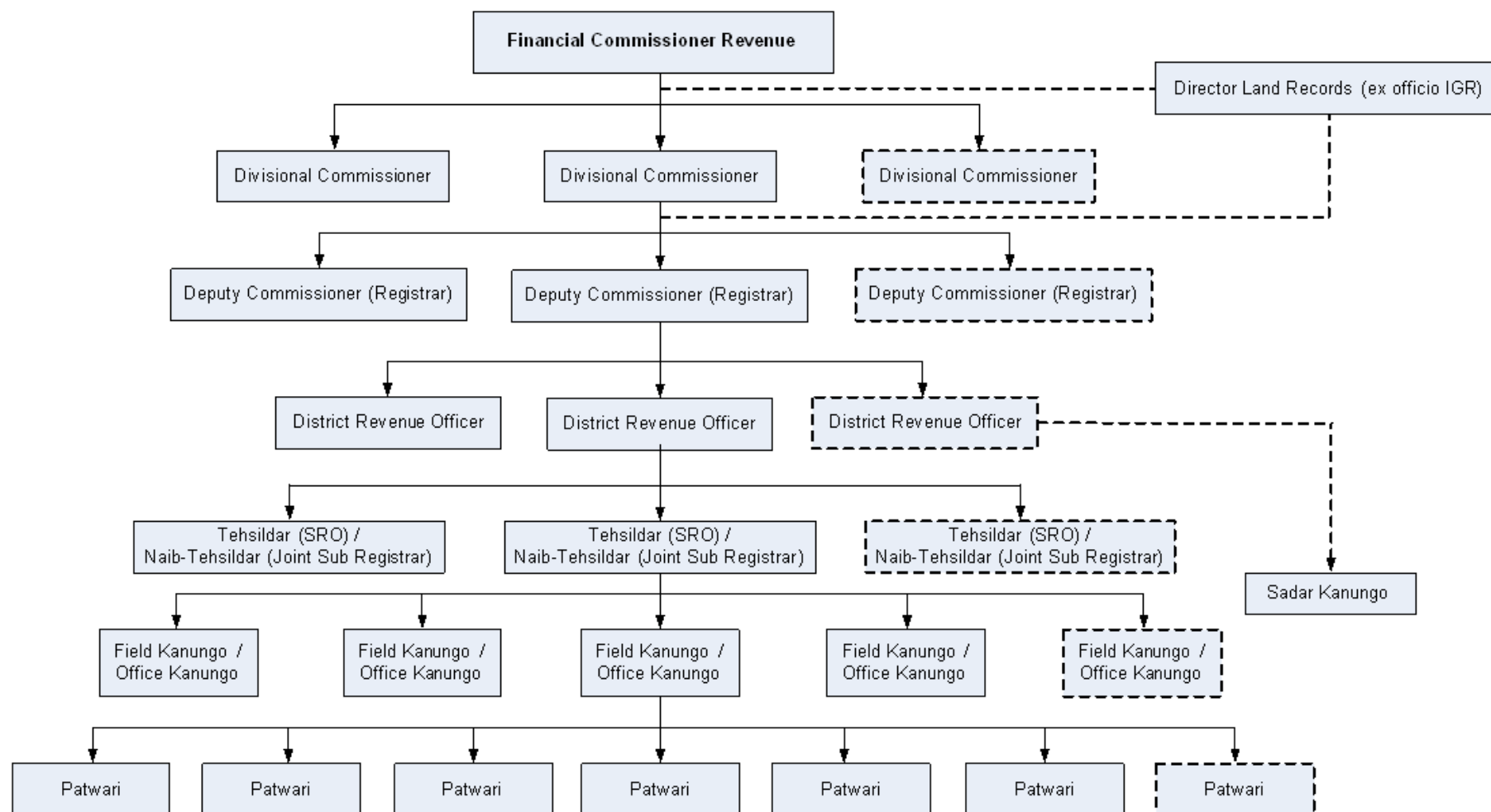
### 1.3 State Administration (Revenue)

The state is divided into four revenue divisions and 17 districts. Each district is in charge of a Deputy Commissioner. These districts are grouped into four divisions, each under a Commissioner. The Commissioner is subject to general superintendence and control of Financial Commissioner who under the Revenue Department is the head of the revenue administration. A district is divided into tehsil and sub-tehsils to each of which a tehsildar and naib-tehsildar are appointed. The position of the naib-tehsildar with reference to the tehsildar is like that of an Assistant Commissioner with reference to the head of the district. Tehsildar and Naib Tehsildar exercise administrative and judicial functions within the limits of their own tehsil and sub-tehsils. For the purpose of registrations, the deputy commissioners act as registrar, Tehsildar as Sub-Registrar Officer and Naib-Tehsildar as Joint Sub Registrar.

Revenue Department is one of the very crucial departments of the Government of Punjab. Land Records Management and Registration processes are the two most important activities of the department. The Director of Land Revenue (DLR) is the ex-officio Inspector General of Registration (IGR).

The level of administration below the district for revenue purposes is the circle, headed by a kanungo and, at the lowest level, a village or a few villages in charge of a patwari. For development administration, the basic unit is the block, while, in the case of the police, as elsewhere in the country; the basic unit is the police station or thana.

The administrative hierarchy pertaining to land records and registration is shown below: -





**For the purpose of this tender:**

- (i) Each and every Tehsil and sub-tehsil is considered as independent unit.  
(A sub-tehsil is not a sub-part of a tehsil but is attached to a tehsil for administrative purpose).
- (ii) The state is grouped into three divisions
  - a. Jalandhar
  - b. Patiala
  - c. Ferozpur + Faridkot

## 1.4 About Punjab Land Records Society (PLRS)

Punjab Land Records Society with its registered office in the office of the Director of Lands Record, Jalandhar is a society established by the Government of Punjab to formulate strategies, policies, plans and to assist the State Government and Government of India in the effort to provide efficient and prompt services to the public in matters relating to land and revenue, through effective use of Information & Communication Technologies.

PLRS is also the governing body to promote, investigate, establish, execute, install, maintain, manage and administer projects (using Information & Communication Technology) aimed at meeting the requirements of the Revenue department of the State Government to provide IT enabled services to the public and other stakeholders in the matters relating to the land and revenue.

## 1.5 Land Records System in Punjab

Land, which is a scarce natural resource, has been regarded as a measure of wealth, status and power, from time immemorial. Any developmental activity is nearly impossible to conceive without taking land into consideration. Now, it is being widely accepted that the efficiency in land management is one of the indices of a state's developmental status. The social security of the citizens and businesses is based on sound and secured recording of the ownership and ability to provide legal title to such ownership.

The history of land records is as old as the Indian civilisation. Maintenance of these records has gone through a process of evolution as it passed through various administrative systems and socio-economic compulsions. The present system of preparing and maintaining land records originated from the Moghul period and it reached its scientific form during the British rule. All the subsequent efforts are largely revisional with de novo preparations combined by newly accredited areas on the basis of existing laws and rules. Land records are of great importance to contemporary socio-economic imperatives and their

revision and updating is necessitated for capturing the essentials of change in social dynamics.

Land records are maintained in different prescribed forms and registers at village/tehsil/ district level with appropriate aggregation and consist of basic information on land, cropping patterns, irrigation sources, cropped area, ownership rights, land revenue, land transfer, etc. The patwari is the main functionary who maintains all types of records as enunciated in manuals pertaining to land settlement, land administration, land records, etc. Though, as per statutory provisions, the land records are to be maintained and updated at regular intervals, yet in practice, this is not adhered to due to variety of reasons. The present manual system of maintenance of land information is time consuming. Mutations in the rights of the holders due to inheritance, sale, mortgage, etc. are entered in the mutation registers by the patwari and later on dealt with and certified by the tehsildar/ naib tehsildar during their field visits. Delay generally takes place for the original entry as well as for certification, though a time frame has been fixed for the purpose. The maintenance and updation become cumbersome as the staff is mostly overburdened and unable to maintain land records in time. Further, the users of the revenue records are put to hardships to get certified copies of their jamabandi. The above situation necessitated an appropriate switch-over from purely traditional/manual method of land record maintenance to modern facilities of updating and maintaining land records, basically using computers. The main advantage of computer technology lies in the fact that the records can be stored in a smaller place, updated easily and retrieved quickly. In addition, the vast and valuable data maintained in land records along with other information may be utilized for purposes of village level planning as well which may be the realisation of ultimate goal of decentralised administration.

The Punjab State government has a well laid procedure of keeping and updating land records with respect to ownership of land and its usage. The state is divided in 4 divisions with 17 districts. Each district is divided in tehsils (72), subtehsils (81), and villages (13001). The boundaries of each village are clearly defined.

In 1949, consolidation of land was taken up in Punjab as per the Land Consolidation Act wherein the details of land owners in all the villages was compiled, each plot or sub-plot of land was classified. This facilitated consolidation of land in 90% of villages where the agricultural land exists in the State of Punjab. The remaining 10% of land in Punjab still continues with the legacy system of land plotting / sub-plotting.

As a result of consolidation, the village land is divided in 25 acre blocks called Musttil. Each field in a musttil has a khasra number to identify each field. The state maintains records of ownership in a register called ‘Jamabandi’ and harvest details of each Khasra in a register called ‘Khasra Girdawri’. The unit of ownership is known as Khewat. Each Khewat contains the name of the owners. In the Jamabandi under every Khewat number, the name of the owners and the Khasra numbers they own are mentioned. The state has about 37 lac khewats. In case there is a change in the ownership or there is a change in right over the land e.g. changes in right because of mortgage, lease etc., it has to be reported to the revenue officials who would record such changes in a register called mutations register and update those changes in the ROR whenever it is prepared next. The number of mutations in the state is around 4 lacs per year.

## 1.5.1 Types of Land Records Registers

### 1.5.1.1 Jamabandi

Jamabandi is the main document that is prepared as part of record of rights. One Jamabandi is prepared for every village and a “presumption of truth” is attached to it. This document contains entries regarding name of land owners, owner's share in the land, cultivators of the land, details of all the Khasras in a Khewat, such as Khasra nos., mode of irrigation, tenancy rule, Land Revenue and Remarks. In remarks, Patwari notes down mutation details of that Khewat with pencil, red ink or black ink depending on the status of approval of mutation. Whenever any change is to be made in Jamabandi e.g. change in the name of owner, transaction related to sale, mortgage, lease, gifts etc. a reference is made in the remark column of Jamabandi and the reference number of relevant

register is provided e.g. in the case of sale of land the relevant mutation number in the mutation register is mentioned. Similarly in case of some error correction, relevant fard badr (document detailing the error in Jamabandi and the required correction) number is mentioned in the remarks column. The detailed records of mutations are maintained in mutation register. Remarks written with pencil means mutation is yet to be sanctioned, the remarks written with red ink means that the mutation has been sanctioned and is to be incorporated in the next Jamabandi, the remarks written with black ink means that the mutation has been incorporated in the current Jamabandi . This Jamabandi is revised / updated after every five years. All changes of right in the land are reflected in the Jamabandi, when it is prepared according to a set procedure. This document is also referred while taking information regarding land, revenue, Nakal (copy of Jamabandi), etc.

At the beginning of the register, Jamabandi index is written. The index contains serial number, details, pages from and to and number of pages.

After the Jamabandi index, Khasra Index is written in which Khasra numbers are written along with the Khatauni numbers. (When the owners do the cultivation or they give the land on rent for cultivation, a Khatauni number is assigned to the cultivators. The khasra numbers of the land which is being cultivated is shown under this Khatoni number. Similarly if the land is mortgaged with possession or is given on lease a new Khatauni number is assigned to the mortgagee/leasee.)

After the Khasra Index, following information is written:

- i) Names of the Nambardars and the Number of Nambardars in the village
- ii) In the village, whether Muafi land exists or not
- iii) In the Jamabandi, old Khewat number is written in red ink and the current Khewat number is written in black ink.
- iv) Sanctioned Mutation entries that have been incorporated at the time of preparing the current Jamabandi
- v) Rejected Mutation entries that have not been incorporated at the time of preparing the current Jamabandi

- vi) Pending Mutation entries that have not been incorporated at the time of preparing the current Jamabandi
- vii) Mutation numbers in review, which have not been incorporated at the time of preparing the current Jamabandi.
- viii) Fard Badar numbers that have been incorporated at the time of preparing the current Jamabandi.
- ix) Missing Mutation Numbers that have not been incorporated at the time of preparing the current Jamabandi

At the end of the register, the following information is written:

- i) Total number of Khasra and total land area in the village
- ii) Different land types in the village and their corresponding areas
- iii) Land area in acre and hectare
- iv) Kami Beshi (increase and decrease) between previous and current Jamabandi, which contains different land types with their areas from previous and current Jamabandi and the increased and decreased areas in land types.

The Jamabandi is prepared in duplicate and one of the copies is filed in the district office. The Patwari retains the other copy. While Jamabandi is being prepared by the Patwari, Kanungo inspects it. During the inspection, Kanungo attests all the Khewat entries in the presence of the Land owners. The attestation is made on the copy that is to be filed at the district office. A list of errors discovered and alterations made are written. A copy of this report is attached to the Patwari's copy of Jamabandi. The alterations that are made in the Jamabandi are written in red ink in both the copies. After this report, Patwari rectifies the errors, makes the alterations in the Jamabandi, and submits a copy of the Jamabandi to Office Kanungo at Tehsil. Kanungo then checks whether all the errors have been rectified and the alterations been done. He also checks whether all the mutations have been properly incorporated in the Jamabandi or not. If there are errors or alterations to be done, he makes the correction in the filed Jamabandi and gives a list of such corrections to the Patwari. Patwari then makes the necessary alterations in his copy of the Jamabandi. At next visit by the Kanungo to the Patwar circle, he checks whether all the alterations are made in the Jamabandi. After the inspection by the Kanungo, the Tehsildar or Naib-

Tehsildar makes the final attestation. At the time of inspection, not all the entries are inspected; only 25% of the entries are verified or checked. Tehsildar or Naib-Tehsildar verifies 25% of the Khewat entries in Jamabandi, 25% of the mutations that are incorporated in the Jamabandi, compares 25% of the Khewat entries from the new Jamabandi with the previous Jamabandi, compares 25% of the Khewat entries from the original copy of Jamabandi with the corresponding entries in the Patwari's copy of the Jamabandi. He makes a list of mistakes discovered and orders for alterations. Any alteration required to be made is made in both the copies of the Jamabandi and initialed by the Revenue Officer, under whose order the alterations were made.

After this, final attestation is made by the CRO and the following entries are made. These entries are attached to both the copies of the Jamabandi.

- i) Attestation date
- ii) Place of Attestation
- iii) Khewat Numbers that were attested
- iv) Mutation numbers that were inspected
- v) Khewat numbers from the current Jamabandi that were compared with those from the previous Jamabandi
- vi) Comparison of Khewat Numbers from current Jamabandi with the copy of the Jamabandi in custody of Patwari
- vii) Khasra Numbers for which Tatimas were checked
- viii) Khasra Numbers for which Tatimas were checked with the Musavis at Tehsil.
- ix) Mutations entered but not attested before 15th June
- x) Remarks

When a clerical mistake is detected in the current Jamabandi after it has been finally attested and filed, whether the mistake was originally made in that or any previous Jamabandi, Patwari makes the correct entry in a Fard Badar and gets it approved by the Tehsildar. This change is then noted in the Remarks column of the Jamabandi. The change is then finally incorporated at the time of preparing the next Jamabandi.

The format of Nakal of Jamabandi is as follows:

ਪਟਵਾਰੀ ਫਾਰਮ ਨੰ: 10 ਪੀ

ਨਕਲ ਜਮਾਂਬੰਦੀ \_\_\_\_\_ ਪਿੰਡ \_\_\_\_\_ ਹੱਦਬਸਤ ਨੰ: \_\_\_\_\_ ਤਹਿਸੀਲ \_\_\_\_\_ ਜ਼ਿਲ੍ਹਾ \_\_\_\_\_

1	2	3	4	5	6	7		8	9	10	11	12
						ਸਾਬਕਾ	ਵਰਤਮਾਨ					
ਖੇਵਟ ਨੰ:	ਖਤੋਨੀ ਨੰ:	ਪੱਤੀ ਜਾਂ ਤਰਫ਼ ਜਾਂ ਖਾੜਾ ਨੰ: ਤੇ ਵਲਾ ਅਤੇ ਨਾਂ ਅਤੇ ਨੰਬਰਦਾਰ ਦਾ ਨਾਂ	ਮਾਲਕ ਦਾ ਨਾਂ ਅਤੇ ਵੇਰਵਾ	ਕਾਮਰਤਕਾਰ ਦਾ ਨਾਂ ਅਤੇ ਵੇਰਵਾ	ਸਿੰਜਾਈ ਦਾ ਵੇਰਵਾ	ਖਸਰਾ ਨੰ:	ਰਕਬਾ ਅਤੇ ਭੂ ਦੀ ਕਿਸਮ	ਲਗਾਨ ਦੀ ਦਰ ਅਤੇ ਰਕਮ ਜਿਹੜੀ ਮੁਜ਼ਾਰਾ ਦੰਦਾ ਹੈ	ਹਿੱਸਾ ਜਾਂ ਹਕੀਅਤੀ ਪੈਮਾਨਾ ਅਤੇ ਫਰਦ ਬਾਛ ਦਾ ਤਰੀਕਾ	ਮਾਲ ਅਤੇ ਸਵਾਈ ਦੇ ਵੇਰਵੇ ਸਟੇ ਮੁਤਾਲਬਾ	ਗੈਮਾਰਕਸ	

ਨਕਲ ਦੀ ਉਚਰਤ ਵਜੋਂ \_\_\_\_\_ ਰੁਪਏ \_\_\_\_\_ ਪੈਸੇ  
 ਪ੍ਰਾਪਤ ਕੀਤੇ ਅਤੇ ਰਸੀਦ ਨੰ: \_\_\_\_\_ ਮਿਤੀ \_\_\_\_\_  
 ਜਾਰੀ ਕਰਕੇ ਨਕਲ ਨੰਬਰ ਨੂੰ ਦਿੱਤੀ ਗਈ।

ਹਸਤਾਖਰ ਪਟਵਾਰੀ



### 1.5.1.2 Khasra Girdawari

Khasra Girdawari is the harvest inspection book maintained by Patwaris. Patwari conducts a field-to-field inspection in each harvest in his circle. He records the fact regarding crop grown, soil classification, Changes in rights of possession and rent, change in ownership, etc. In addition, information regarding special inspection is recorded in this register. Special inspections are conducted when crop fails to germinate, dries up, or is destroyed by calamity of season.

Girdawari register can have maximum five years crop records based on the Khasra number, starting from the Jamabandi year to the year when new Jamabandi is prepared. A new Khasra Girdawari is brought into use when a new Jamabandi is prepared. This document is written in ascending order of Khasra number. The inspection of each harvest takes place as follows:

- 1 Kharif - in the month of October
- 2 Rabi - in the month of March

The Kharif season starts from May and ends in October of a particular year whereas the Rabi season starts in November and ends in April. Beside these, extra Rabi crops, such as melons, are also grown which cannot be observed in March. These are known as Zaid Rabi Crops and the inspection of Zaid Rabi is conducted immediately after 15 April. Similarly, extra Kharif crops, such as Toria, are also grown which cannot be observed in the October. These are known as Zaid Kharif Crops and the inspection of Zaid Kharif is conducted in the first fortnight of December.

The format of Nakal of Khasra Girdawari is as follows:

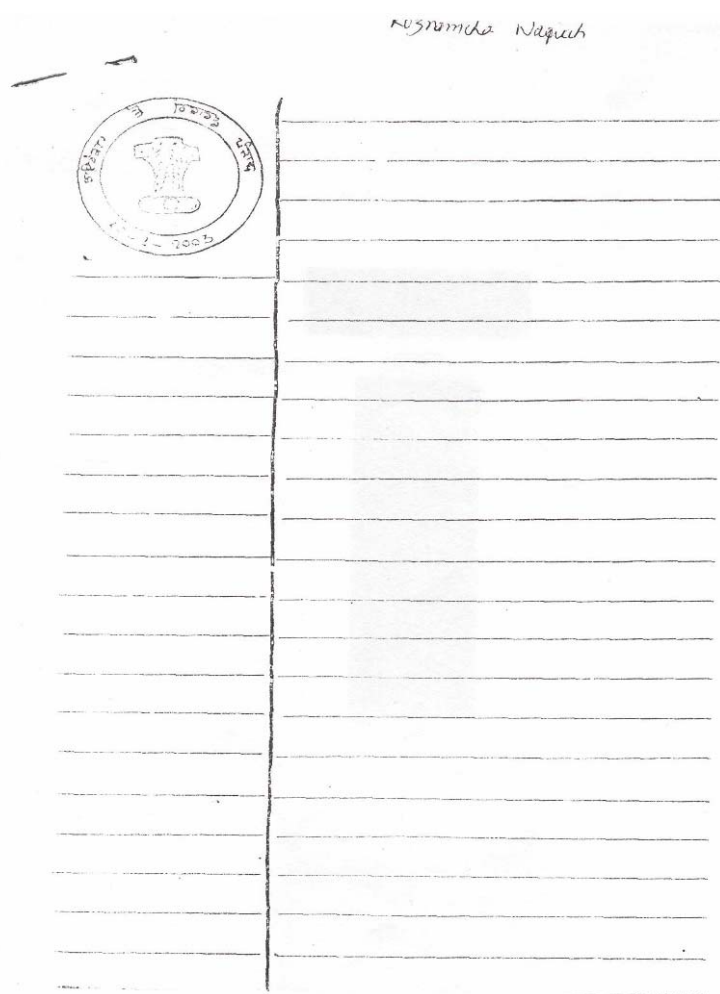
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

ਨਕਲ ਦੀ ਉਸਾਰ ਵਜੋਂ  
ਪ੍ਰਮਾਣਿਤ ਕੀਤੇ ਅਤੇ ਠਹਿਰਾਓ ਕੀਤੇ  
ਸਮੇਤ ਵਧੇਰੇ ਨਕਲ ਠੇਕਾ ਵਾਲੇ ਨੂੰ ਦਿੱਤੀ ਗਈ।  
ਪੰਜਾਬ ਪਟਵਾਰੀ  
ਪਟਵਾਰੀ

1.5.1.3 Roznamcha Waqati

The Patwari is required to keep a diary in which activities relating to Patwari's duty and his circle are entered day by day and also, back and forth movement of Patwari is entered. Roznamcha Waqati is the book in which Patwari maintains all these information. Normally, one diary is maintained for each circle, but if a Patwari has more than one assistant, each keeps a separate diary. Each Patwari circle can have more than one village. The Roznamcha Waqati is maintained by the years, such as 1999-2000, 2000-2001, 2001-2002, etc. Roznamcha Waqati is printed and page-marked with the seal of the Director of Land Records and thereafter supplied to each district before the commencement of each agriculture year. At the beginning of the register, details of the Halka are written.

The format of Nakal of Roznamcha Waqati is as follows:



The instructions and the occurrences that are to be noted in the diary on the day on which they come to the Patwari's notice and the manner in which they came to his knowledge are as follows:

- (i) The serial number and date is to be entered in large and clear Characters. Every entry should be closed with asterisk mark and no blank line should be left between two consecutive entries.
- (ii) All the orders and instructions communicated to the Patwari by the Kanungo are to be entered and must obtain the Kanungo's signature to the entries. The Patwari must also obtain the Kanungo's signature to all the entries relating to facts reported to the Kanungo.
- (iii) At the end of each Saka month, the general condition of the crops, husbandry and cattle of the Patwari circle, noticing specially all facts, which have affected then favorably or unfavorably, is to be made. This

entry must be made with special care and after sufficient inquiry and inspection of crops.

- (iv) All the orders and instructions for the Patwari are to be entered in Rojnamcha. The Patwari will also maintain a file called "File of Instructions" in which he will place copies of all orders and instructions received by him.
- (v) All the changes of cultivating occupancy and rent have to be noted.
- (vi) All the registered deeds that purports to transfer agricultural land that are sent to Tehsildar or Kanungo by registrars and sub-registrars every month, Patwari should make a note of the fact in his diary recording the serial number of the sheet received by him from the Kanungo. The Kanungo should sign the entry.
- (vii) Patwari should enter the first four columns of the list that is sent to the Tehsil on or before 1<sup>st</sup> August. The list contains all the sanctioned and rejected Mutations during the year for each village in the circle (Halka) after 15<sup>th</sup> June.
- (viii) In case of disputed change in possession; entry should be made in the diary. The entry made in Rojnamcha should be made in short.
- (ix) The following occurrences must be noted in the diary on the date on which they come to the Patwari notice and the manner in which they come to his knowledge. The signature or seal of concerned Lambardar is to be added at the time of entry, if possible.
  - i. Any calamity, which he report to the Tehsildar through the field Kanungo.
  - ii. All alluvion or diluvion (with approximate area giving details as known at the time).
  - iii. Rain fall, with its duration, and weather slight medium or heavy.
  - iv. Deaths of owners, village officers, pensioners or revenue assignees, and the marriage or re-marriage of females drawing family pensions and residing in the estate.
  - v. Such changes of cultivating occupancy and rent are to be done in Khasra Girdawari.

- vi. The execution of any decree of courts affecting land, its rent or its produce.
- vii. Takavi advances on long-term basis made by government, repayment of these loans as also notes regarding progress of completion of works for which a loan has been granted.
- viii. Orders of revenue officers or Kanungos received by the Patwari or executed in the circle.
- ix. Attachment proceedings affecting land, its cultivation, or its produce, or cattle.
- x. Any encroachment on or damage to Nazul government property, or roads.
- xi. Any alienation or resumption of revenue by government suspension, or remission or revenue, and any alteration of the rate of Cesses.
- xii. Cultivation of land occupied by groves held free of revenue.
- xiii. Infringement or neglect of condition attached to grants of land revenue made by government.
- xiv. The erection, destruction, or decay of survey marks or village boundary marks and alteration of village boundary.
- xv. Payments of revenue to government or to government assignees.
- xvi. The visit of any revenue officers to the circle.
- xvii. Any fact relating to land and its revenue or rent specially reported to the Patwari by a person interested therein. With a request that it be entered in his diary and which the Patwari may consider important.
- xviii. Any alteration in the cultivator occupancy or rent of land, which may have been recorded in the crop inspection register.
- xix. Case of bricks burning. When it is suspected that the crime is due to incendiaries, this should be mentioned.
- xx. Any case of increase of mortgage money with detail of the amount, parties and villages.

1.5.1.4 Field Book

Field Book register, maintained by Patwaris, contains dimensions of each Khasra in the village, their areas and formula to calculate the Khasra area, land types in that Khasra with their corresponding areas and remarks. If the Khasra is not of regular shape virtual lines are used to split the Khasra in regular shapes. These virtual lines are known as Gosha. In case of irregular shape, it is difficult to calculate the area of that Khasra. So, to make it easier Gosha is used. There can be multiple Gosha in one Khasra. By using Gosha Khasras are virtually split into multiple parts and dimensions; area etc. are recorded for each part. The part adjacent to the previous Khasra is taken as the main part. Then by combining areas of all the parts, Khasra area is derived. Note that the Gosha is a virtual line only no physical existence is there on the Khasra. On the map, dotted line is drawn to represent Gosha. Field Book register of a village was prepared at the time of consolidation of that village. Therefore, Khasra in Field Book may not be found in Musavis (village maps) as division of the field may have happened after consolidation. At the end of every page of Field Book, total area, Land types and their corresponding areas are written.

The format of Nakal of Field Book is as follows:

160—17-7-97—28,360—ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਿੰਟ, ਖੈਰਟਿਅਰਟ

ਪਟਵਾਰੀ ਕਾਮ ਕੰ: 44 ਓ

ਕੀਲਕ ਬੁੱਲ ਪਿੰਡ \_\_\_\_\_ ਤਹਿਸੀਲ \_\_\_\_\_ ਜਿਲ੍ਹਾ \_\_\_\_\_

ਕੰਬਰ ਖੇਤ		ਕੰਬਰ ਖੇਤੀ	ਇਸਤਮਤਾਨ ਰਕਬਾ	ਜਮੀਨ ਦੇ ਕਾਬੇ ਦੀ ਕਿਸਮ	ਰਸਤਾ/ਖਰ ਕਾਫ਼ੀਲੇ
ਦਰਤਮਾਨ	ਪਿਲਕਾ				

### 1.5.1.5 Mutation

This register is maintained by Patwaris and is not part of records of rights and its entries do not share in the presumption of truth attached to that record. This register records the changes that take place in ownership rights and Khasra nos., including the change in ownership rights resulting from orders of the Revenue Officers, who function under different provisions of Acts. Any person, who acquires a right in an estate through inheritance, purchase, mortgage, gift, or otherwise, is under an obligation to report it to the Patwari. The Patwari records the transaction in the Mutation register. The mutations register consists of a counterfoil and a foil. The former is the patwari's copy of the register. The field Kanungo attests the mutation by personal examination of the papers concerned. The Revenue Officer carefully compares the entries in counterfoil and the foil and writes his order on the latter. The foil is removed after orders have been passed by the Tehsildar, and sent to the tahsil to be filed with the jamabandi. The process of attestation is not merely an administrative process but, a quasi-judicial process. After every five years, Jamabandi is updated based on the changes recorded in the Mutation register. In addition, a corresponding entry is made in the Jamabandi, when mutation is recorded and when mutation is sanctioned. An entry is also be made in the Girdawari register. The latter is prepared with the Jamabandi every five years. The new genealogical chain will be added in the Shajra Nasab for the new owners that are introduced in Jamabandi by means of mutations. One mutation can affect more than one Khewat and can be of different types, such as inheritance, mutation by exchange, and mutation of gift. The patwari notes the serial number of mutation and nature of the transfer in pencil in the column of remarks of the Jamabandi opposite the appropriate holding. If and when the mutation is sanctioned, the patwari makes the above note in red ink. Serial number of fard badar entries is also similarly noted and in order to distinguish them from the serial number of mutations the word "badar" is added. In entering orders of the court the Patwari enters name of court, name of parties and abstract of the decree in red ink in column 15 pertaining to Reports and Orders. In case of transfers by gift, sale or mortgage, the Patwari ascertains whether the deed has been written. If so, he inspects it, takes a note of its nature, the names of the parties, dates of



execution and registration, if it has been registered and any other necessary particulars and notes these details in brief in column 15. The following particulars are recorded at the time of recoding the mutation details.

The format of Nakal of Mutation is as follows:

ਇਤਕਾਲ ਦੀ ਨਕਲ														
ਪੰਜਾਬ ਸਰਕਾਰ ਦੁਆਰਾ, ਐਸ. ਏ. ਐਸ. ਨਗਰ/੨੯														
ਪਿੰਡ: _____ ਹਦਾਬਤ ਨੰ: _____ ਤਹਿਸੀਲ: _____ ਜਿਲ੍ਹਾ: _____ ਵਰਗਾ: _____														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ਪਿਛਲੀ ਸਮਾਂਬੰਦੀ ਜਾਂ ਸਭ ਤੋਂ ਅੰਤਲੇ ਇਤਕਾਲ ਦਾ ਇਤਿਹਾਸ ਜਿਸ ਦੀ ਸੰਪੰਨ ਕੀਤੀ ਗਈ ਹੈ							ਨਵਾਂ ਇਤਿਹਾਸ ਜਿਹੜਾ ਹੁਣ ਕਾਇਮ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ							
ਸੰ. ਨੰ.	ਪਿਛਲੀ ਸਮਾਂਬੰਦੀ ਦਾ ਪ੍ਰਕਾਰ ਨੰਬਰ	ਪਾਸੀ ਦੇ ਮੁਕਾਬਲੇ ਦਾ ਨੰ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਕੋਈ ਵੀ ਨਹੀਂ	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.	ਮੁਕਾਬਲੇ ਦਾ ਨੰ. ਐ. ਐ. ਐ. ਐ. ਐ.

1.5.1.6 Musavis

The cadastral maps called Musavis are the original village maps depicting the survey numbers and the dimensions of a particular field that were prepared at the time of consolidation. One copy of the Musavi is kept at the Tehsil Record room (Parat Tehsil) and is updated every year. The copy of the Musavi (Shajra Kishtwar) in custody of the Patwari is updated through field inspections and through incorporation of all transfers and mutations attested from time to time.

A Musavi contains the following information pertaining to a particular village:

- 1 Such physical features as may be possible to delineate within the village.
- 2 The village boundary pillars (Sharad).





- 3 The limits of the principal village sites and burial grounds.
- 4 The uncultivable wastes.
- 5 The cultivated land including fallow lands.
- 6 Wells and tanks that are used for irrigation purposes.
- 7 Irrigation Channels.
- 8 The boundary of any well-marked sub-division.
- 9 Village roads.
- 10 Marks of any Government or railway survey.

Each field and parcel of land depicted in the Musavi bears a number against which suitable information can be recorded in the concerned register. The Musavis are drawn by the Patwari and then verified by the Kanungo, the Assistant Consolidation Officer (ACO) and the Consolidation Officer (CO). The signatures of these officers are recorded in original in the Musavis. The boundary alignments of two or more villages are certified by the Patwari, Kanungo and the Nambardar of the respective villages. Such a procedure not only acts as verification but also prevents possible overlapping of village boundaries.

The format of Nakal of Musavi is as follows:

Nakal Musavi - \_\_\_\_\_ Village - \_\_\_\_\_ Hadbast No. \_\_\_\_\_ Tehsil - \_\_\_\_\_ District \_\_\_\_\_

Mustil 180 x 200 Karam  
Killa 36 x 40 Karam

### 1.5.1.7 Tatima Shajra

The changes in the dimension of the fields, which necessitate a correction of the Musavis in the interval between two settlements, are recorded in Tatima Shajras. These are prepared by the Patwari when changes in the existing field dimensions or areas take place. The latter may result from any of the following causes:

- 1 Changes due to transactions as a result of which a mutation order has been passed. E.g. partitions, sale, mortgage with possession, redemption, exchange and gift of lands.
- 2 Changes of a permanent character like in the case of Nautor, conversion of a part of Barani field into irrigated land and separation of shareholders from fields, which were previously jointly owned.

For mutation cases, the Patwari, on the back of the mutation sheet and also on its counterfoil, draws to scale the field numbers that were to be affected by the transaction. These field numbers are allotted temporary numbers till the mutation is sanctioned. The Kanungo is responsible for checking the accuracy of the dimensions and areas of such newly created fields prior to attesting them.

For cases of mutations due to sale, the Kanungo is responsible for ensuring that the measurements mentioned in the Tatima by the Patwari actually corresponds to the area that was transferred. The Tatima Shajra in case of partitions is prepared by the Patwari as soon as the partition is completed. In case of a transaction based on a registered deed, the Patwari and the Kanungo are entrusted to prepare a Tatima Shajra on the basis of the information mentioned in the registration memorandum.

For changes in the area cultivated by the owners (*hissedari kasht*), the relevant field numbers are recorded in the Khasra Girdawari which is later measured by the Patwari and Tatima Shajras drawn. The original Tatima Shajras are bound up with the Government copy of the Jamabandi and the copies of the Tatima Shajras checked and signed by the Kanungo are bound with the Patwari's copy

of the Jamabandi. The Tehsildar or Naib-Tehsildar has to certify 25% of the Tatima Shajras that were prepared.

#### 1.5.1.7.1 Incorporation of Tatima Shajras into Musavis

The Patwari's copy of the Musavis of every village is renewed at the time of filing of every alternate Jamabandi of that village i.e. at an interval of 10 years. During the filing, the Patwari under the Field Kanungo's supervision, transfers to his own copy of the map and to the Tehsil copy all the new fields, which were drawn on Tatima Shajras. If the new fields' areas are so small in dimension that corrections are illegible, then they are drawn on a larger scale in the margin of the map. The Tehsildar and the Naib-Tehsildar are to examine the incorporation of the 25% of the Tatima Shajras in the Parat Tehsil map.

## 1.6 Registration System in Punjab

### 1.6.1 Department of Registration

In Punjab, the Department of Registration (DoR) comes under the purview of the Ministry of Revenue. The Director of Land Revenue (DLR) is the ex-officio Inspector General of Registration (IGR) in Punjab.

### 1.6.2 Registration

Registration is the process of legalizing a deed. Registration involves presentment of:

- (a) Handwritten or typed pages
- (b) On which appropriate stamp duty has been paid
- (c) By the executor
- (d) To get the deed representing the transaction legalized

The Registration Act, 1908, primarily governs this registration process. The registration process has a unique and powerful role in the eyes of the law. Registration serves multiplicity of causes, which may include:

- (a) Conservation of evidence
- (b) Assurance of title
- (c) Publicity of documents
- (d) Prevention of fraud and
- (e) Help to intending purchaser to know if the title deeds of a particular property have been deposited with any person or a financial institution for the purpose of obtaining an advance against the security of the property

There different types of documents (property and non-property related) which can be registered, out of which some require compulsory registration. The documents that should be compulsorily registered include those relating to:

- (a) Transactions of immovable properties such as instruments of gift of immovable property and lease of immovable property
- (b) Other instruments, which create or relinquish any right or title to or in an immovable property of a value more than one hundred rupees

Every document, which is to be registered, should be presented at the appropriate registration office by the concerned person himself/herself or by the duly authorized agent. These documents can further be classified depending upon the time by which they come into force

**Testamentary** e.g. Will is of testamentary type because it does not come into force immediately

**Non Testamentary** e.g. Sale deed is a non-testamentary document since it has immediate effect.

The registration process requires presence of at least two witnesses. The registration process requires few supporting documents depending on the nature of the deed.

### 1.6.3 Registration Process

The Registration Process can be described as a 5 step process which involves the following:

### 1.6.3.1 Presentation

This activity takes care of the receipt of the duly stamped sale deeds / contract papers and supporting documents to be registered from the executor/s.

### 1.6.3.2 Receipt

This activity takes care of issue of Receipt to the executants after the receipt of the relevant Registration fees.

### 1.6.3.3 Admission

This activity takes care of ascertaining that the seller and stakeholders have willingly consented to execute the deeds without any coercion, undue influence, pressures, and threats and in healthy state of mind.

### 1.6.3.4 Photograph

Photograph of executants, witnesses / identifier, in presence of the Tehsildar / Sub Registrar.

### 1.6.3.5 Identification

This activity takes care of establishing the authenticity of the parties involved thereby contributing to the genuineness of the sale / gift transaction.

### 1.6.3.6 Registration

This activity forms the last step of the Registration Process where the document is registered in the records of the Sub-Registrar's Office with a Unique Identifier called Document Registration Number, for ease of future retrieval and reference.

After registration of the document is completed as narrated above, the photo copy of the registered document along with the supporting papers are stored as records with the Sub-Registrar's office. For ease of future reference and retrieval

of the documents registered in past, Indexes for these Record Books are made and maintained at the Sub Registrar Offices.

The MIS (management Information System) Reports are generated monthly and yearly by the Tehsil office (SRO) and compiled at the Registrar's office. These are further submitted to the Inspector General of Registration's office, where they are compiled and sent to the Central Government.

#### **1.6.4 Post Registration of the document**

After the registration process is complete, the rural land sale information is passed on to the Patwari for adding the entries in the mutation register through the Parcha Yaadshat. The Patwari coordinates with the Assistant Collector in conducting the Mutation following which he enters the details in the Jamabandi Register.

#### **1.6.5 Current books and registers maintained at the SROs**

The Sub-Registrar is supposed to maintain various Books at his office as shown below:

##### **1.6.5.1 Book 1**

It is a file containing the duplicate copy of the non-testamentary documents, which relate to the immovable property registered under section 17 & 18 of the Act and which are not Wills. This contains copy of the document signed by all the parties and witnesses and endorsed by the registering officer like the original. Copies of the supporting documents for the registration done for the immovable property and kept in Book 1.

##### **1.6.5.2 Book 2**

Book 2 is the record of reasons for refusal to register. It also is open to public inspection and copies of entries made are to be provided to all persons applying for them.

### 1.6.5.3 Book 3

This register in which wills and authorities to adopt are to be adopted after they have been accepted for registration under section 41, 45 and 46 of the Act. This book is not open to public inspection, nor its indexes.

### 1.6.5.4 Book 4

This is a register which contains miscellaneous registration documents, which does not pertain to the immovable property. These are duly signed, endorsed and pasted.

### 1.6.5.5 Book 5

This is a register of deposit of wills and is to be kept only in the offices of the registrars (and not with the SRO), who alone can receive Wills in sealed covers for deposit.

### 1.6.5.6 Book 6

In addition to the books specified above, there is a memorandum book (called Book 6) for the purpose of recording brief extracts of powers of attorney authenticated under clause (1) of section 33 of the Act.

### 1.6.5.7 Indexes

**Index No. I:** It contains the names and additions of all persons executing and of all persons claiming under every document entered or memorandum filed in Book No. 1.

**Index No. II:** It contains particulars mentioned in Section 21 relating to every such document and memorandum as the Inspector General from time to time directs in that behalf.

**Index No. III:** It contains the names and additions of all person executing every will and authority entered in Book No. 3, and of the executors and persons respectively appointed after the death of the testator (but not before) the names and additions of all persons claiming under the same, are entered.

**Index No. IV:** It contains the names and additions of all persons executing and of all persons claiming under every document entered or memorandum filed in Book No. 4.

### 1.6.6 Subsidiary Books and Miscellaneous Records

#### 1.6.6.1 Fee Book

This book is written daily and maintains the cash record collected from the registration fee.

#### 1.6.6.2 Receipt Books

There are 2 types of Receipt Books.

- (a) Receipt Book A is divided into 3 parts containing a counterfoil and is numbered sequentially. Documents pertaining to Book 1, Book 3 and Book 4 provided receipts from this. Every year a new series is started.
- (b) Receipt Book "B" is for receipts for all fees etc. which are paid at times other than those on which a document is presented.

#### 1.6.6.3 Instruction File

Instruction file is a paste book, in which all the orders of a permanent kind received in the SROs whether emanating from IR or Registrar of the district or any other authority. These orders are pasted on this book as soon as they are received.

### 1.6.7 Re-registration

Registration of the document may take place in the following 3 cases:



- (a) Where the deed is altered, after registration, by consent of parties, to correct and error of description. Such an alteration in effect makes the document a new one and is treated like a new document and is liable for the same fees. This document is known as Tatima Registry. No stamp fee is collected on this registration.
- (b) When the document has been executed by several persons of different times
- (c) When the document was presented (and subsequently registered) by a person not duly empowered to present it.

### 1.6.8 Monthly returns of Sub-registrars

Every Sub-Registrar submits to Registrar of his district the following returns:

- (a) Return No. I: An abstract statement showing the transactions of the month
- (b) Return No. II: A statement showing the income and expenditure of the month
- (c) Return No. III: A detailed daily record of transaction

### 1.6.9 Annual Statistical statements to be submitted by the IGR

Five statistical statements have been prescribed by the Government of India for submission by the Inspector General with his annual notes and triennial reports on the administration of the department.

These are prepared according to the financial year and are compiled from returns furnished by the registrars, who retain two forms for his own office, and distribute the remaining forms to all sub-registrars in his districts, two forms being sent to each Sub-Registrar. At the close of the year each sub-registrar collects the necessary figures and fills up the several columns of the blank

statements. One set of the statements is sent to the registrars of the districts before the 20th January of the year and the other set is retained as part of the record for the sub-registrar office.

Each Registrar fills the forms, which are based on the Statistics of his own office, and thereafter transcribe into them, in proper order, the figures furnished by Sub- Registrars, and make a total of the whole district.

## 2 PROJECT INTRODUCTION

The Manual System currently in use does not seem to support the rapid increase in population and corresponding division of lands (including sale and transfers) and number of registrations in the state. The increasing volume and demand of services from citizen have resulted in number of problems ranging from inordinate delays in process, lack of transparency in functioning, under-valuation translating to revenue loss for the government, difficulties in accessing data, etc. Paper records frequently disappear, are misplaced or interfered with. Moreover, the manual records have led to inadequate updating, cross-referencing and generally inadequate record maintenance. At times, important land information and registration records have lacked backup copies. Finally, the increasing number of land records & registration has translated into the need for more storage space.

To address the above problems, a need is felt to bring in more transparency, public awareness and empowerment through systemic improvements. With the aim of betterment of the services offered to the Citizen, computerization of the Registration and land record management system has been deemed as one of the solutions. The computerized Registration and land record management system would lay the foundation from which future land use decisions can be addressed based on proper background information. This system should not infringe on, or take away existing property rights or other such freedoms but in general should improve Registration and Land Record Management.

### 2.1 Project Vision - Registration & Records Management System

Government of Punjab has initiated a project to computerize the Registration & Land Records Management across the state. The objective is to make the system of registration and land records administration transparent and free from manipulations as well as to increase the usefulness of data contained in these

systems. It is envisaged that the district administration would be able to use the data for complex planning and development activities. The government believes that the increased transparency and better control would lead to reduced corruption and malpractice at the lower levels. For the successful implementation of the project, Punjab Land Records Society (PLRS) is made the governing body for this initiative.

### 2.1.1 Objectives of the Project

The fundamental objective of computerisation of Land Records and Registration is to minimize the manual records with the help of ICT (Information and Communication Technology) and bring efficiency in the existing processes. The refined system would boost revenue collection, provide better and faster services to the citizens and considerably reduce the workload of revenue officials.

The key objectives of the project include the following:

1. Improving the quality of services to the citizens.
2. Leveraging the benefits of ICT in new system
  - a. Reduction of manual records with computerized standardized documents.
  - b. Infuse transparency in operations by enabling the stakeholders to have easy access to the records and provision of login ids and biometrics to infuse accountability in operations.
  - c. Faster request processing in delivery of services with better turn around time.
  - d. Automated data transfer with statewide connectivity to prevent unnecessary duplication & simplify preparation of "disaster" copies of registers.
  - e. Generation of meaningful MIS from the system.
  - f. Inbuilt mechanism of security and quality control for crucial land data.
  - g. Integration of existing digitized maps with the land records data(GIS solutions)
  - h. Easy web access to farmers / citizens for their records

- i. Minimize abuse of discretionary powers and minimize under-valuation  
i.e. increased government revenue
3. Enhance government citizen interaction with shift from 'Government/Department Centric Processes to Citizen Centric Processes'.
4. Facilitate the monitoring and analysis of market and rental values of land and property.

### 2.1.2 Scope of Work

The scope of work for this project is as follows:

- 1) Data Entry and Digitisation of Land Records
- 2) Establishment of Infrastructure for Citizen Service Centres
- 3) Procurement of IT hardware on upfront payment basis for Citizen Service Centres.
- 4) Provision of Services at Citizen Service Centres at 153 locations in across the state:
  - a) O&M for provision of Registration Services
  - b) O&M for provision of Land Records Services
- 5) Operationalisation of State Data Centre (At option of PLRS)

The implementation unit chosen for establishing Citizen Service Centers is at Tehsil and Sub-Tehsil level. Each centre at tehsil / sub-tehsil shall function as an independent unit. The data at all the centers at tehsil / sub-tehsil shall be consolidated at State Data Center as and when it is established for various purposes like Disaster Recovery, MIS reports etc. PLRS has selected two software applications to be used for statewide computerisation of the Registration System and Land Records Management System. Application to be used for Land Records Management is developed by PLRS and the application to be used for Registration is developed by National Informatics Center (NIC).

The detailed scope of work is as follows:

## 1. Data Entry and Digitisation of Land Records

Data entry shall be started in all districts in each division simultaneously. Within each district, data entry of tehsils and sub-tehsils is to be performed in a serial order i.e., completion of data entry of 1 tehsil / sub-tehsil will lead to start of data entry of next tehsil / sub-tehsil. Data entry at two locations simultaneously may be undertaken in the districts where district administration is able to provide additional space etc.

The successful agency (vendor) would be required to carry out the data entry for the following records:

- (i) Shajra Nasb (Pedigree table) – The Shajra Nasab from the last Jamabandi of the respective village is to be entered.
- (ii) Jamabandi – The latest Jamabandi of the village has to be entered.
- (iii) Mutation – The data entry for mutation register for the existing period. i.e. all mutations carried out from previous Jamabandi and which are appearing in the remarks columns are required to be entered. Accordingly, each village may have mutation records from one year to five year based on the Daur for the respective village.
- (iv) Roznamcha Waqiyati – The scope for data entry would include all entries which are relevant and required to be recorded in the remarks column of the Jamabandi.
- (v) Khasra Girdawari – The Girdawari entries are to be entered for all seasons for Jamabandi period. The entries for number of seasons that are required to be entered will vary from one season to ten seasons depending on the daur of Jamabandi. As it is envisaged that the first six columns of the Girdawari would be available from the Jamabandi entry, the data entry requirement will be limited to the crop, the cultivator and means of irrigation. It is also observed that usually there is only 20% change in the data for subsequent seasons with rest of the data remaining same.

- (vi) Field Book – To enter the field book which gives details of dimensions of each Khasra of the village.
- (vii) Cadastral Maps / Musavis – To digitize the cadastral maps per village. A scanner of appropriate size and configuration may be required for the process of digitizing musavis.

The detailed data entry and validation process is defined in section 2.1.4. The scope of work for data entry will be inclusive of the first time data entry and all the subsequent copies after error corrections/validation from the Patwari, Kanungo and the CRO.

The vendor would be responsible to provide all necessary consumables including stationary for print outs for verification. For data entry purpose District Administration/PLRS will provide data entry module of the PLRS Application, manual records and will provide space (premises) with appropriate ventilation, normal electricity connection and lighting. All the other requisite resources and running expenses for data entry including, but, not limited to manpower, hardware, software licenses shall be arranged by the tenderer at its own cost. The successful agency would require arranging for back-up power including generator to avoid work disruptions due to power shortage. The vendor would require porting the verified data into the Tehsil Server and a copy of the data on a CD should be sent to DLR office.

It is preferable that the Data Entry Operators have knowledge of complete Revenue System of Punjab and understand all the government notations involved in the process.

The Hardware for the data entry involved will be the sole responsibility of the vendor including any additional/special Software for Data Entry purpose which will be borne by the vendor at its own licensing cost. All software licenses for the purpose of data entry are to be arranged by the vendor. The vendor will be responsible for the LAN connectivity in the premises of the Data Entry.

The successful agency is expected to prepare a data entry plan prior to commencement of this job and get it approved from the respective district administration. The district administration / PLRS reserve the right to formulate the plan and the same shall be implemented by the successful agency. It is expected that the successful agency would carry out data entry in such a manner that every Tehsil which is taken for data entry is completed on average within six months from commencement.

The successful agency would require arranging minimum of 60 data entry operators per district to carry out data entry for twelve to sixteen hours a day for speedy completion. The successful agency might be required to undertake data entry simultaneously at more than one location in bigger districts as desired by PLRS.

PLRS reserves its right to offer data entry for the entire state to a single vendor or to separate vendors for each division.

Punjab Land Records Society / Deputy Commissioner shall provide data entry module of application software and appropriate training on the Application Software along with revenue related training, which will be used during the data entry process to vendor's data entry / operations staff. The training shall be imparted only one time. Vendor shall further train it's staff at it's own level.

Please refer [Annexure 5A](#) for Tehsil-wise information on Record volumes.

The tentative data entry tehsil/sub-tehsil wise schedule is as follows:

Tentative Tehsil/Sub-tehsil wise Data Entry Plan				
Category	Year 1	Year 2	Year 3	Total (Class-wise)
Super A		1	3	4
A	1	5	2	8
B	15	21	1	37
C	44	7		51
D	53			53
<b>TOTAL</b>	<b>113</b>	<b>34</b>	<b>6</b>	<b>153</b>

S.No	District	Tehsil/Sub-tehsil	No. of calendar days required to complete Data Entry & Digitisation
1.	Jalandhar	Kartarpur	118



S.No	District	Tehsil/Sub-tehsil	No. of calendar days required to complete Data Entry & Digitisation
2.	Jalandhar	Bhogpur	170
3.	Jalandhar	Adampur	191
4.	Jalandhar	Goraya	224
5.	Jalandhar	Phillaur	267
6.	Jalandhar	Noormehal	332
7.	Jalandhar	Shahkot	420
8.	Jalandhar	Jalandhar-2	467
9.	Jalandhar	Nakodar	540
10.	Jalandhar	Jalandhar-1	670
11.	Gurdaspur	Bamial	14
12.	Gurdaspur	Narot Jaimal Singh	39
13.	Gurdaspur	Dhar Kalan	73
14.	Gurdaspur	F.Garh Churrian	97
15.	Gurdaspur	Nushera Maza Singh	108
16.	Gurdaspur	Kalanaur	132
17.	Gurdaspur	Dhariwal	152
18.	Gurdaspur	Qadian	183
19.	Gurdaspur	Dinanagar	210
20.	Gurdaspur	Dera Baba Nanak	223
21.	Gurdaspur	Kahnuwan	240
22.	Gurdaspur	Sri Hargobinpur	287
23.	Gurdaspur	Batala	321
24.	Gurdaspur	Gurdaspur	388
25.	Gurdaspur	Pathankot	568
26.	Nawanshahr	Balachaur	325
27.	Nawanshahr	Banga	352
28.	Nawanshahr	Nawanshahr	495
29.	Amritsar	Goindwal Sahib	59
30.	Amritsar	Ramdass	79
31.	Amritsar	Attari	89
32.	Amritsar	Chohla Sahib	109
33.	Amritsar	Khadur Sahib	128
34.	Amritsar	Khem Karan	161
35.	Amritsar	Tarsikka	174
36.	Amritsar	Chabhal Kalan	184
37.	Amritsar	Majitha	206
38.	Amritsar	Lopoke	245

S.No	District	Tehsil/Sub-tehsil	No. of calendar days required to complete Data Entry & Digitisation
39.	Amritsar	Bhikhiwind	261
40.	Amritsar	Tarn Taran	333
41.	Amritsar	Patti	366
42.	Amritsar	Baba Bakala	456
43.	Amritsar	Ajnala	548
44.	Amritsar	Amritsar-11	795
45.	Amritsar	Amritsar-1	929
46.	Kapurthala	Dhilwan	125
47.	Kapurthala	Bholath	207
48.	Kapurthala	Sultanpur Iodhi	291
49.	Kapurthala	Phagwara	361
50.	Kapurthala	Kapurthala	423
51.	Hoshiarpur	Garhdiwala	143
52.	Hoshiarpur	Bhunga	174
53.	Hoshiarpur	Mahilpur	257
54.	Hoshiarpur	Talwara	271
55.	Hoshiarpur	Mukerian	290
56.	Hoshiarpur	Dasuya	324
57.	Hoshiarpur	Tanda	381
58.	Hoshiarpur	Garshankar	482
59.	Hoshiarpur	Hoshiarpur	837
60.	Patiala	Bhdson	89
61.	Patiala	Dhudhan Sadhan	129
62.	Patiala	Ghanaur	158
63.	Patiala	Patran	267
64.	Patiala	Nabha	325
65.	Patiala	Samana	412
66.	Patiala	Dera Bassi	573
67.	Patiala	Rajpura	610
68.	Patiala	Patiala	1043
69.	Ludhiana	Koom Kalan	115
70.	Ludhiana	Machhiwara	132
71.	Ludhiana	Maloud	158
72.	Ludhiana	SidhwanBet	179
73.	Ludhiana	Mullanpur Dakha	203
74.	Ludhiana	Dehlon	236
75.	Ludhiana	Payal	290
76.	Ludhiana	Khanna	336
77.	Ludhiana	Samrala	367
78.	Ludhiana	Ludhiana (E)	474
79.	Ludhiana	Raikot	508
80.	Ludhiana	Jagraon	694

S.No	District	Tehsil/Sub-tehsil	No. of calendar days required to complete Data Entry & Digitisation
81.	Ludhiana	Ludhiana(W)	1091
82.	Sangrur	Khanauri	42
83.	Sangrur	Amargarh	63
84.	Sangrur	Longowal	84
85.	Sangrur	Lehragaga	131
86.	Sangrur	Moonak	145
87.	Sangrur	Bhadaur	162
88.	Sangrur	Sherpur	177
89.	Sangrur	Dhanaula	186
90.	Sangrur	Bhawanigarh	199
91.	Sangrur	Dirba	216
92.	Sangrur	Ahmedgarh	230
93.	Sangrur	Tapa	264
94.	Sangrur	Dhuri	322
95.	Sangrur	Sangrur	388
96.	Sangrur	Malerkotla	439
97.	Sangrur	Sunam	482
98.	Sangrur	Barnala	629
99.	Fatehgarh Sahib	Gobindgarh	92
100.	Fatehgarh Sahib	Amloh	141
101.	Fatehgarh Sahib	Bassi Pathana	169
102.	Fatehgarh Sahib	Khamano	226
103.	Fatehgarh Sahib	Fatehgarh Sahib	282
104.	Ropar	Anandpur Sahib	115
105.	Ropar	Morinda	150
106.	Ropar	Mohali	197
107.	Ropar	Nangal	214
108.	Ropar	Chamkaur Sahib	230
109.	Ropar	Majri	264
110.	Ropar	NurpurBedi	277
111.	Ropar	Ropar	320
112.	Ropar	Kharar	369
113.	Ferozepur	Sittogunno	54
114.	Ferozepur	Makhu	111
115.	Ferozepur	Khuian Sarvar	127
116.	Ferozepur	Talwandi Bhai	149
117.	Ferozepur	Mamdot	191
118.	Ferozepur	Guru Har Sahay	252

S.No	District	Tehsil/Sub-tehsil	No. of calendar days required to complete Data Entry & Digitisation
119.	Ferozepur	Arniwala Shekh Subhan	317
120.	Ferozepur	Jalalabad	418
121.	Ferozepur	Zira	451
122.	Ferozepur	Abohar	501
123.	Ferozepur	Fazilka	527
124.	Ferozepur	Ferozepur	657
125.	Moga	Badhni Kalan	76
126.	Moga	NihalSingh Wala	213
127.	Moga	Baghapurana	330
128.	Moga	Dharmkot	501
129.	Moga	Moga	593
130.	Mukatsar	Lakhewali	67
131.	Mukatsar	Bariwala	101
132.	Mukatsar	Doda	115
133.	Mukatsar	Mukatsar	274
134.	Mukatsar	Gidderbaha	308
135.	Mukatsar	Lambi	656
136.	Mukatsar	Malout	767
137.	Faridkot	Sadiq	56
138.	Faridkot	Jaitu	152
139.	Faridkot	Kotkapura	189
140.	Faridkot	Faridkot	277
141.	Mansa	Jhunir	57
142.	Mansa	Bhikhi	82
143.	Mansa	Breta	100
144.	Mansa	Sardulgarh	170
145.	Mansa	Budlada	266
146.	Mansa	Mansa	354
147.	Bhatinda	Sangat	44
148.	Bhatinda	Maur	123
149.	Bhatinda	Bhagta Bhai Ka	133
150.	Bhatinda	Nathana	174
151.	Bhatinda	Bhatinda	241
152.	Bhatinda	Talwandi Sabo	266
153.	Bhatinda	Rampura Phul	408

**Note:** The above tentative data entry schedule is to be finalised between the BOOT Operator and PLRS.

## 2. Establishment of Infrastructure for Citizen Service Centres

The Operator has to set-up Citizen Service Centers wherein the state would provide ready site (including civil work and power connection) with core applications (PLRS Land Records Software and PRISM Software), software licenses for server operating systems, database licenses and any other special software licenses required to operate the said applications. The selected tenderer is required to do the Power Cabling, LAN Cabling, Electrical wiring etc. as required for its operations. The successful tenderer would also be required to invest on Desktop PCs for the counters and for revenue officials for workflow, consumables (paper, stationery, printer cartridge / toner etc.), digital cameras, printers, thin clients, UPS, Token generation system, utilities payment, CD Cabinets, generator etc. The infrastructure should be ready and functional before commencing any kind of services.

## 3. Procurement of IT hardware on upfront payment basis for Citizen Service Centres

The successful tenderer shall supply server (Quantity 1), bio-metric finger print device (Quantity 1), Switch (Quantity 1) and Router (Quantity 1, at the option of PLRS) per Citizen Service Centre on upfront payment basis. Please refer to [Annexure 3](#) for detailed Technical Specifications. Five year onsite comprehensive OEM warranty shall be provided & managed by the successful tenderer starting from the date of operationalisation of the subject registration process. The five year warranty period of the equipment to be installed at a tehsil/sub-tehsil will start from the date of go-live of that tehsil/sub-tehsil. This would be implemented independent of the data entry schedule.

## 4. Operations & Maintenance for provision of Registration Services

The successful tenderer is expected to operate and maintain the citizen service centers (except 17 Tehsil/Sub-Tehsils centers in District Sangrur where computerization of registration Process is being done as pilot) at each

Tehsil/Sub-Tehsil for Registration to provide Registration related services to the citizens and the back office services (as per the SLAs given in Vol. III of RFP) after successful installation of hardware at the same as it does not involve data entry of previous registration records.

It is expected that the tenderer can operationalise registration services in at least ten Citizen Service Centers in four weeks after the site is handed over by PLRS / District Administration. It shall be the responsibility of the tenderer to liaison with PLRS / District Administration for the provisioning of the sites by the later. The tenderer shall bear the payment of all utilities like water, electricity, telephone charges etc. The implementation schedule of Registration System is independent of Data Entry and Digitisation of Land Records.

The operations and maintenance would therefore include:

- (i) Provide management service for all the activities required for successful running of the computerized activities at Tehsils across the State except District Sangrur where the computerization has already taken place.
- (ii) Provide manpower for operations as specified under each of the category in Annexure 4 to support the following:
  - a. Helpdesk/Front office support
  - b. Data entry
  - c. Printing of documents
  - d. Archiving of data
  - e. Assist the department to complete the process of Land Records Registration through activities as Search, Generation & Issue of reports, Issuing Various Copies as per demand etc
  - f. Maintain the paper documents related to Registration Process
  - g. Facilities Management including housekeeping & physical security etc.
- (iii) Procuring, commissioning, running and maintaining of Hardware and Software as specified to address needs in the Citizen Service center required to support the systems.

- (iv) Setting up infrastructure required for providing support services at front offices.
- (v) Setting up mechanisms for data transfer between the State level Land Data Center and the Citizen Service Centers as stipulated time to time by the PLRS.
- (vi) Setting up the IT infrastructure in conformance with the architecture.
- (vii) Providing user training at all levels and all offices (front and back offices).
- (viii) Liaison with all necessary external agencies to accomplish the commissioning and rollout as per contract terms and conditions.
- (ix) Appropriate replacement and /or replenishment of systems
- (x) Setting up and maintaining the required infrastructure (PCs, Thin Clients, UPS, chairs, CD cabinets etc.) for providing support services for registration process at Citizen Service Centers.
- (xi) Provide consumables as required for the infrastructure, services to the citizens and the departmental MIS requirements including generation and printing of requisite documents & reports etc.
- (xii) Providing power requirements, general facility and infrastructural support, environmental support systems, security measures in front offices, Datacenter etc.
- (xiii) Installing proven Enterprise Management System (EMS) tools for analyzing & managing system performance, network performance, etc., as well as providing the means of monitoring the SLA metrics.
- (xiv) Complying with the Service Level Agreement.
- (xv) Rollout of the system in all specified locations.

The operations and maintenance (including all related activities) at each tehsil/sub-tehsil center (except District Sangrur where the computerization is already taken place) for land registration shall be provided by the selected tenderer for a period of five years with the period being counted from the date of operationalisation of the said computerized registration system at that tehsil / sub-tehsil center.

## 5. Operations & Maintenance for provision of Land Records Services

These services shall be added to the existing Citizen Service Centre from where Registration services would already be functional. The same infrastructure, site, manpower etc. shall be used with suitable augmentation. On successful completion of data entry of land records for 1 Kanungo, computerized operations for that Kanungo shall commence. Services for other Kanungos shall be added as and when their data entry is complete. The tenderer is expected to install required hardware, software and other equipments in the Citizen Service Centre within a week after the completion of data entry of every Kanungo for operationalisation of that Kanungo. The tenderer shall bear the payment of all utilities like water, electricity, telephone charges etc.

The successful tenderer will provide land record services (as per the SLAs given in Vol. III of RFP) after successful completion of data entry of manual land records for respective locations. There are number of processes that are required to be carried out as part of the operations and maintenance of the Citizen Service Centers including the data and system. These processes and the scope of the tenderer's services with respect to those processes are given in Annexure 8.

The operations and maintenance would therefore include:

- (i) Provide management service for all the activities required for successful running of the computerized activities at Tehsils.
- (ii) Provide manpower for operations as specified under each of the category in Annexure 4 to support the following:
  - a. Front and Back Office
  - b. Data entry
  - c. Printing of documents
  - d. Archiving of data



- e. Assist the department to complete the process of Land Records through activities as Search, Generation & Issue of reports, Issuing various copies as per demand etc
  - f. Maintain the paper documents related to Land Records Process
  - g. Facilities Management including housekeeping & physical security etc.
- (iii) Procuring, commissioning, running and maintaining of Hardware and Software as specified to address needs in the Citizen Service center required to support the systems.
  - (iv) Setting up infrastructure required for providing support services at front offices.
  - (v) Setting up mechanisms for data transfer between the State level Data Center and the Citizen Service Centers at pre-decided fixed intervals of time.
  - (vi) Setting up the IT infrastructure in conformance with the architecture.
  - (vii) Providing user training at all levels and all offices (front and back offices).
  - (viii) Liaison with all necessary external agencies to accomplish the commissioning and rollout as per contract terms and conditions.
  - (ix) Appropriate replacement and /or replenishment of systems
  - (x) Setting up and maintaining the required infrastructure (Desktop PCs, UPS, chairs, CD Cabinets etc.) for providing land record related services at Citizen Service Centers.
  - (xi) Provide consumables as required for the infrastructure, services to the citizens and the departmental MIS requirements including generation and printing of requisite documents & reports etc.
  - (xii) Providing power requirements, general facility and infrastructural support, environmental support systems, and security measures in front offices, Datacenter etc.
  - (xiii) Installing proven Enterprise Management System (EMS) tools for analyzing & managing system performance, network performance, etc., as well as providing the means of monitoring the SLA metrics.
  - (xiv) Complying with the Service Level Agreement.

- (xv) Rollout of the system in all specified locations.
- (xvi) PLRS reserves the right to ask successful agency to add counter windows and front desk operators in tehsils / sub-tehsils that show high rise in volume of business. The requirement for additional windows and resources will solely be assessed by PLRS.

The operations and maintenance (including all related activities) at each tehsil/ sub-tehsil center for land records shall be provided by the selected tenderer for a period of five years with the period being counted from the date of operationalisation of the computerized said registration system at that tehsil/sub-tehsil center.

#### **6. Operationalisation of State Data Centre (At option of PLRS)**

The successful BOOT Operator at the option of PLRS would deploy manpower on per resource cost basis to operationalize and maintain State Data Center at State HQ at Office of Director Land Records, Jalandhar. Initially two Database Administrators (DBAs) would be required for the operations of State Data Centre but, PLRS may propose for additional resources in future.

A data centre at Jalandhar is proposed till the State Data Centre is established at an appropriate stage. The state government has proposed to implement SWAN under the project PAWAN (Punjab Wide Area Network). BSNL shall provide connectivity to Secretariat, State HQ, District HQs, Sub-Division HQs and Block HQs respectively. The state government shall provide connectivity to the nearest Block / Sub-division HQs to the Citizen Service Centers and the BOOT Operator will procure and install router at the center. Till SWAN is not implemented, the BOOT Operator is required to arrange shipment of land records and registration related data on its CD media from Citizen Service Centers to the central Data Centre at Jalandhar on weekly basis for data consolidation purpose after the provisional central Data Center at Jalandhar is established.

The State Data Center is to be setup so that complete land records and registration data of the state can be consolidated, monitored and archived at a central location. The State Data Center will also be used to offer web based services to the citizen to view the land ownership information.

The broad scope of work of the selected vendor is detailed as follows:

- (i) Installation and upgradation of database server
- (ii) Management of development, test and production database environment including installation of upgrades and patches etc.
- (iii) Monitoring and Database tuning
- (iv) Optimization of queries, batch jobs and indexes, etc for high throughput and superior performance.
- (v) Backup and Recovery
- (vi) Management of Database Users and Security
- (vii) Establishment and Enforcement of Standards
- (viii) Transfer (Import/Export) and Replication of data
- (ix) Data Warehousing
- (x) Scheduling Events
- (xi) Ensure 24 hr. uptime of database

## **7. Suvidha Services (At Option of PLRS)**

PLRS/ District Administration have envisaged offering services of Suvidha Project through the Citizen Service Centres at tehsil / subtehsil in future. The terms and conditions including additional infrastructure, manpower, hardware, consumables, payment etc. will be mutually agreed between the successful agency and respective deputy commissioners. These services shall be provided using the same or additional infrastructure after taking into account the additional load and the feasibility of catering to the same without over-straining the existing Service Centre Infrastructure.

In addition to above detailed scope of work the successful tenderer is also required to submit MIS Reports as detailed in [Annexure 1](#)

**Note:** After SWAN is implemented in the State the BOOT Operator is required to test and assure the connectivity between the Citizen Service Centers and State Data Centre for the purpose of uploading data from Citizen Service Center to the State Data Centre within 30 days thereafter.

### 2.1.3 Services to be provided to Citizens

The scope of services to be provided to citizens / villagers is as follows:

- 1) Issuance of Nakals of following land record registers
  - a) Jamabandi
  - b) Mutation
  - c) Roznamcha Waqiati
  - d) Khasra Girdawari
  - e) Field Book
  - f) Musavi
- 2) Entry of Mutations Orders
- 3) Issuance of Registration Deed

**Note:** In addition to above, at the option of PLRS, the successful BOOT Operator may provide other project related services like issuance of Encumbrance Certificate, Caste Certificate, Residence Certificate, SC/ST certificate, Income Certificate etc.

### 2.1.4 Land Records Data Entry Process

#### 2.1.4.1 Data Entry

1. The selected tenderer shall do the data entry for all the registers as listed below:
  - (i) Shajra Nasb (Pedigree table) – The Shajra Nasab from the last Jamabandi of the respective village is to be entered.

- (ii) Jamabandi – The latest Jamabandi of the village has to be entered.
  - (iii) Mutation – The data entry for mutation register for the existing period. i.e. all mutations carried out from previous Jamabandi and which are appearing in the remarks columns are required to be entered. Accordingly, each village may have mutation records from one year to five year based on the Daur for the respective village.
  - (iv) Roznamcha Waqiyati – The scope for data entry would include all entries which are relevant and required to be recorded in the remarks column of the Jamabandi.
  - (v) Khasra Girdawari – The Girdawari entries are to be entered for all seasons for Jamabandi period. The entries for number of seasons that are required to be entered will vary from one season to ten seasons depending on the daur of Jamabandi. As it is envisaged that the first six columns of the Girdawari would be available from the Jamabandi entry, the data entry requirement will be limited to the crop, the cultivator and means of irrigation. It is also observed that usually there is only approximately 20% change in the data for subsequent seasons with rest of the data remaining same.
  - (vi) Field Book – To enter the field book which gives details of dimensions of each Khasra of the village.
  - (vii) Cadastral Maps / Musavis – To digitize the cadastral maps per village. A scanner of appropriate size and configuration may be required for the process of digitizing musavis.
2. The price quoted and agreed for data entry must be inclusive of all the data entry, print outs and three level validations viz by the selected tenderer, revenue department and public authentication.
  3. The digitized data should be validated by the selected tenderer by hiring of suitable personnel preferably the retired Patwaris or Kanungos in the

first stage. The tenderer should bring to the notice of the concerned CRO about the wrong entries in the manual records.

4. The selected tenderer will ensure atleast 98% accuracy at record level as per the manual records before handing over first printouts for second level authentication by Revenue Department. The Patwaris will check a sample of records to determine the level of accuracy of records being submitted by selected tenderer.
5. The procedure for subsequent validation of the data shall be as under:
  - (i) The second authentication of data shall be done by the concerned Patwari (100% checking), then by the concerned Kanungo (100% checking), and finally by the concerned CRO (25% checking).
  - (ii) After the checking by the revenue department, a copy of the documents shall be used for giving nakals to the citizens for public validations and checking. After this process and incorporation of changes by the tenderer, last verification of the corrected records would again be done by Patwari (100% checking), then by the concerned Kanungo (100% checking), and finally by the concerned CRO (25% checking). The final cleaned data on a Compact Disk (CD) shall be handed over to the respective Deputy Commissioner. The same is to be loaded in the tehsil server. A copy of the clean records shall be printed and shall be handed over to appropriate authority for submission to the District Record Room.
6. The selected tenderer will ensure 100% accuracy at the time of final printouts as per the document verified by revenue department and public scrutiny.
7. Musavis have to be digitized at a central location as specified by PLRS. The digitization (drafting) of Musavis should be done using any standard cad software (ex. Autocad) on the 1:1 scale. The cadastral map should be digitized in different layers like Road, Abadi, Khasra, Well, Water bodies, Railway line etc with proper colors for special features and a topology

should be created. The file should then be converted to a shape file to make it workable with the PLRS Application Database. The digitisation of Musavis should be in line with data entry plan wherein both, should be completed at the time of go-live. The first verification of digitized Musavi should be done by comparing with existing manual Musavi. The Musavis should then be updated by incorporating Tatima Shajras and the updated Musavi should be as per the Khasra number in Jamabandi. The second verification should be done by cross checking with respective field book.

8. The selected tenderer will be responsible for ensuring security and back up of the data during the data entry process until the data is handed over to the respective Deputy Commissioner (Kanungo-wise).
9. Deputy Commissioner shall provide for availability of Patwaris / Kanungos along with documents to the selected tenderer without any delay. Concerned Patwaris / Kanungos will be responsible for ensuring security of their documents during the entire data entry process completion.
10. The computerized data on CDs and one hard copy (binded suitably) shall be the final deliverable, along with intermediate copies of print outs used for validation purposes. Authorised revenue authority will be responsible for acceptance of all deliverables.

#### 2.1.4.2 Responsibilities

##### A. District Administration

1. Data of all the manual records shall be provided by the District Administration.
2. For data entry purpose District Administration/PLRS will provide data entry module of the PLRS Application, manual records and will provide space (premises) with appropriate ventilation, normal electricity connection and lighting. All the other requisite resources and running expenses for data entry including, but, not limited to manpower, hardware, software licenses shall be arranged by the tenderer at its own cost.

3. The Revenue authorities as provided in the rules of the PLRS will do all the necessary data validation and checking for the final acceptance of the deliverables in stipulated time, and must meet weekly/ fortnightly basis.
4. The necessary software shall be provided by the district administration.
5. The existing manual records/ data which have to be computerized (input data) should be provided to the selected tenderer at the data entry premises on a regular basis, as per schedule. Proper handing over and taking over registers shall be maintained at the premises of data entry. All the records shall be provided Kanungo-wise.
6. Concerned patwaris shall be available during the data entry for any help or assistance, whenever required or requested by the vendor.
7. At the time of verification of the computerized data, the deputed revenue officers shall verify the records/data and submit the same in the stipulated time. The documents after verification by the Patwari (100%), Kanungo (100%) and the CRO (25%) shall be returned to return to the selected tenderer by the district administration within 3 weeks from the date of handing over of the data.
8. The district administration shall be responsible for the public validation of the data. The data shall be returned to the selected tenderer within 2 weeks of handing over of the data.
9. The working hours for data entry shall be mutually decided between respective Deputy Commissioner and the selected tenderer.
10. The final validated data provided to the district administration shall be accepted and will be made live within three weeks of the submission.
11. In case, there are delays in completing the data entry of a Kanungo due to:
  - a. All records of the Kanungo not made available to the selected tenderer.
  - b. Delay in validation by the concerned Patwari (100% checking), then by the concerned Kanungo (100% checking), and finally by the concerned CRO (25% checking).
  - c. Delay in public validations



- d. Non availability of the concerned Patwari and Kanungos as per the request of the vendor (with suitable notice)
- e. Errors due to application software provided by PLRS
- f. Legal issues related to any of the records
- g. Any other reasons not accountable to the selected tenderer

The selected tenderer shall bill for the work completed and the Deputy Commissioner Office shall make payment on pro-rata basis within 30 days of receipt of bill.

12. In case there is a delay in loading the server beyond three weeks, the selected tenderer shall bill for the balance amount and the payment shall be made by the Deputy Commissioner office within 30 days of receipt of bill.

#### **B. Selected Tenderer**

1. The Data Entry Operators should be trained on the application software.
2. The Data entry has to be completed in mutually agreed time frame drawn out between the selected tenderer and respective Deputy Commissioner.
3. The hardware for the data entry process including the servers, desktop machines, UPS, Printers etc. involved will be the sole responsibility of the selected tenderer including the operating system. The selected tenderer will be responsible for the LAN connectivity in the premises to be used for the Data Entry. The selected tenderer will also be responsible for the required software. Punjab Government shall not be responsible for any infrastructure creation.
4. The selected tenderer shall be responsible for insurance of its equipment / infrastructure.
5. All amenities and refreshments, if any for operators have to be provided by the selected tenderer.
6. The furniture required for the data entry process will be the sole responsibility of the selected tenderer.

7. Any generator and its consumables etc. to be used during the data entry process for non-interruption of data entry operations. The electricity charges shall be borne by the selected tenderer. Separate sub-meter shall be arranged by the selected tenderer. Punjab Govt. shall arrange additional power load, if required.
8. Any third party verification by hiring retired Revenue officials will be hired by the selected tenderer.
9. The selected tenderer shall be responsible for taking backups of all the data, which is computerized, on a regular basis.
10. The selected tenderer shall provide 1<sup>st</sup> print out for the validation / checking by the Patwari/ Kanungo / CRO. The 2<sup>nd</sup> print shall be provided for public validation and the 3<sup>rd</sup> print for submission of final records. The stationary, ink and other consumables shall be provided by the selected tenderer at its own expense. The final deliverable of CD and printout of all registers shall also be the responsibility of the selected tenderer.
11. Any additional print outs demanded by District Administration shall be provided by the selected tenderer at an additional cost. However, in case, additional print out is required because of reasons attributable to the selected tenderer, no additional charges shall be payable.
12. In case there are more than 3 sheets of print outs per khewat, PLRS will pay/ provide for the extra stationery.
13. In case, there are delays in completing the data entry by the selected tenderer due to any reason, there shall be penalty as per the agreed Service Level Agreement (SLA). Decision of the respective Deputy Commissioner shall be final and binding on the selected tenderer.
14. In case, the selected tenderer fails to maintain the defined accuracy level, there shall be penalty as per the agreed SLA.
15. The selected tenderer shall report any deficiency on the part of Punjab Govt to the respective Deputy Commissioner at appropriate time to avoid delay in execution of project.

16.Data created shall be the property of Punjab Govt and the selected tenderer will not use / share / transfer / give access to this data with any other agency / Government / Company / Individual / entity.

17.No language translation support shall be provided by Punjab Govt.

**Note:** "Review Committee" means the committee, which would inspect and certify the final deliverables after the submission of the same by the selected tenderer as per the decided timelines by the parties. The Review Committee shall comprise of the representatives of Govt. of Punjab to be constituted by the respective Deputy Commissioners. It would include minimum of one representatives of the selected tenderer.

#### 2.1.4.3 Progress/ Supervision/ Review/ Monitoring

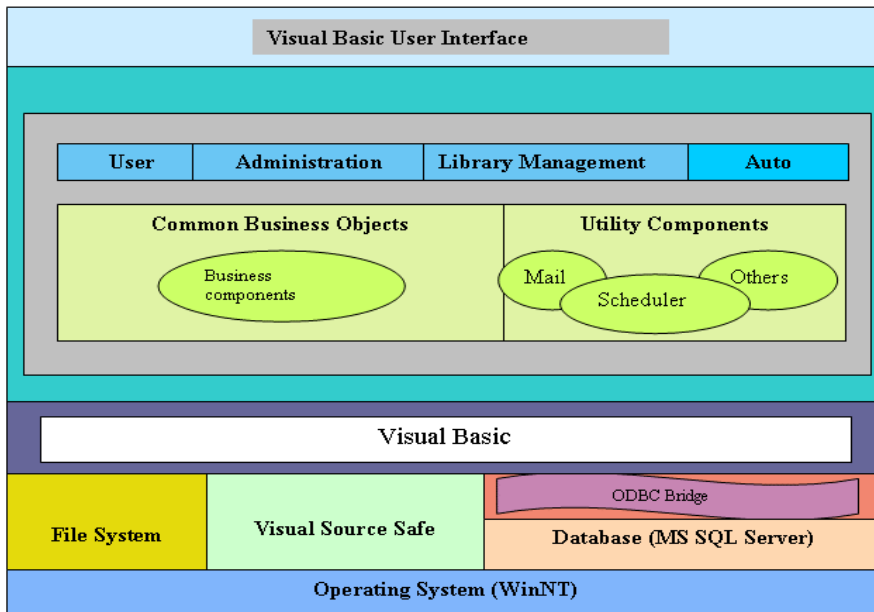
- a. The district administration shall hold periodic review of the project and shall have the powers to supervise and take appropriate decisions in the Project in all forms. The selected tenderer shall submit periodic reports, as may be mutually decided.
- b. Respective Deputy Commissioners / Sub-Divisional Magistrate shall monitor the progress of the project on day to day basis and the selected tenderer shall have to work under their supervision, guidance and direction and in doing so the respective authority shall have all the powers to direct, supervise and communicate with respect to project implementation and execution.

Data Entry screens and other features are detailed in [Annexure 7](#).

### 2.1.5 PLRS Software for Land Records System

#### SYSTEM ARCHITECTURE

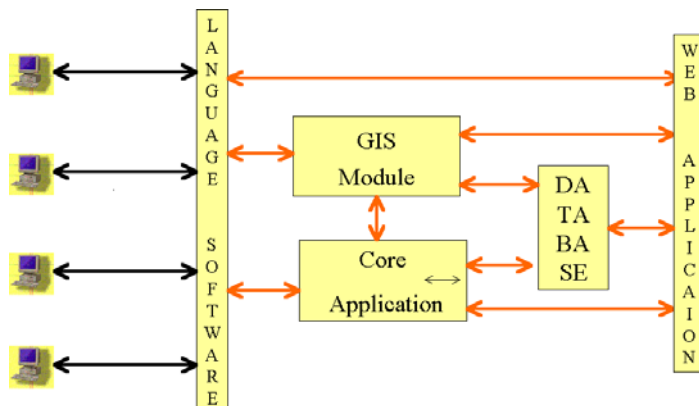
The System Architecture of PLRS Application is shown below:



The system architecture is designed to achieve:

- a. **Scalability:** Ability of the software to handle complete load of land records for the entire state.
- b. **Flexibility:** Ability of the software to be integrated with different software, such as PRISM (Registration software) or any other single window e-governance concepts in the future.
- c. **Web-readiness:** Provision for records including maps to be published on web.

The linking of major components of PLRS Software is show below:



The system architecture is detailed below:

- (i) **Operating System** - The system uses Windows 2000 Server and MS SQL Server 2000 at the backend and Windows 2000 clients with IE 5.0 at the front end.
- (ii) **Application Software** - The PLRS software integrates the core application software with cadastral maps. The application is web enabled with Punjabi and English (Optional) interfaces. The different components of the application are shown below:

VB	Java Swing	Front End
Java 2 Enterprise Edition		Business Logic
Microsoft SQL Server		Database

Three-tier architecture for the application is shown in the above figure. The database is MS SQL Server 2000 and the application is developed in J2EE and Visual Basic, Java Servlets. The application software has the following capabilities:

- a. Data Capture
  - b. Data Processing
  - c. GIS Related
  - d. Web Related
  - e. Interface Language
  - f. Reports
  - g. Other Requirements
- (iii) **Database Software** - The database required is MS SQL Server 2000 and respective client licenses.
- (iv) **Web Server** - The software uses Apache web server which is free of cost.

(v) **Security** - The software has the best possible security features. The application has two environments from security point of view: the LAN environment in the Tehsil, and the web environment. In the LAN environment, broadly three types of security mechanisms:

- a) Bio-metrics based access
- b) Access Control List based access
- c) Database level security

For the web environment, the security mechanisms are:

- a) Firewall to prevent access to unauthorized personnel
- b) Encryption of all data that is being transmitted over the networks
- c) Read only data on the web server

### **Data Entry Module**

This module is used to perform data entry of following registers:

1. Jamabandi
2. Mutation
3. Khasra Girdawari
4. Field Book
5. Roznamcha Waqiyati

The data entry module uses Inscript Punjabi Keyboard. To help the user, online help and a virtual keyboard are also provided.

### **Features of Punjabi Language ActiveX Control**

- (i) This is a one-window component. As the user types, the results are displayed in the same window.
- (ii) This component uses the English Keyboard to type in Punjabi in Inscript Keyboard
- (iii) A virtual keyboard is displayed on the screen so that the user need not remember the character mapping.
- (iv) Help for each *character or matra* is available on the screen, helping the user in composing the message.

- (v) The component maintains a database of commonly used English words as well as language words. This feature increases the user's composing speed as well as reducing errors.
- (vi) English and any one other language can be used simultaneously.
- (vii) Words are edited according to their Phonetic English spellings.

### Transliteration Features

Some of the major features worth highlighting are:

- (i) To write a word ending with "aa" matra, adding a single "a" with space, adds the matra. For instance to spell kya, instead of typing kyaa, one can merely type "kya ".
- (ii) Reverse logic is reverse transliteration from lingual to roman is also possible via the component.
- (iii) User can define Custom shortcuts or equivalents that will overcome the regular word list or the regular phonetic logic. This is very useful with commonly used words. For instance, by typing DC, we can tweak the component to display the Hindi equivalent of *deptee kamishnar*.
- (iv) Every key on the keyboard is mapped to specific lingual character.

Thus the phonetic nature of Indian languages makes them easily adaptable to another input method namely that of spelling the words phonetically in Roman English and then transliterating the matter into the chosen Indian language. This can be made use of in allowing the user to communicate in his own mother tongue by using the Standard English keyboard.

**Storage & Sorting Features** - The language component can perform all the database operations – storage, sorting, inserting or retrieving for any kind of lingual, roman, ISCII or Unicode text.

**Searching** - Being based on the fixed character code, the language component allows efficient sorting, searching, display and editing of text. The component is efficient enough to search any kind of text input, be it Roman, ISCII, Unicode or

Lingual in to the database where again any of the said types are stored as desired. Hence it can perform all the database operations for any kind of text desired.

PLRS Software developed to be used for Data Entry cum Citizen Service Center Operations has following **salient features** built into it:

1. The Land Record System is a very delicate system as any error in computerized data may result in increase in disputes and litigation and will defeat the very purpose of the Land Records Computerisation. Keeping this in mind, extra care has been taken in providing **extensive validation** checks during data entry, online as well as offline.
2. The Software prepared is totally **multi-user** in its functioning. That is, it is possible to ensure entry of data by various operators simultaneously. However, it is advised that only one operator should perform data entry of one register of a village at a time.
3. **Multi-Level security** has been incorporated by providing authorized access and protection at three levels. At level one, the system security features have been used. At second level, security features of the DBMS have been used. At final level, Land Records Computerisation Software ensures the authorization to use the Software to only authorized users by giving operators unique codes and secret passwords to operate.
4. The package is completely **menu-driven and user-friendly**. The user is reminded with suitable messages for a particular parameter for which he/she is going to feed the data. It is very easy for the user to make out the stage of data entry, and what previous information he/she has fed already.
5. Instead of entering the text as such, **extensive codifications have** been used at all levels and wherever the help is required on codes, it can be had by pressing only one key. This reduces errors, improves data entry speed and enables various types of queries and reports not otherwise possible.



6. Screen reports have been provided to give the user another facility for **validating data online**. Viewing on screen and then making the changes saves a lot of time involved in the correction process. Printing of checklist and wastage of stationery is also avoided in this way.

The PLRS Software application constitute of the following major modules:

1. **Administration Module:** Initiates software by entering villages, officials etc. It has options for setting permissions, and scope for housekeeping tasks – reindexing, archival.
2. **Data Entry Module:** Used for data entry of latest Jamabandi and other records to bring the system up to date or 'online'.
3. **Mutation Module:** For entering various types of mutations.
4. **Khasra Girdawari:** Updates the Girdawari (incorporating changes due to mutations); preparation of the bi-annual Girdawaris; Processing – Jinswar, Lal Kithab etc.
5. **Jamabandi:** Generates New Jamabandi based on old Jamabandi and subsequent mutations automatically.
6. **Reports:** Generates Nakal (of Jamabandi, Mutation Register, Girdawari etc.); Monthly Reports etc.
7. **Citizen Interface:** Web-enabled maps; Click on khasra to see details; Web site; FAQs; Check pending mutations; File objections; Apply for Mutations etc.

More detail on PLRS Software Application is given in [Annexure 7](#).

### 2.1.6 PRISM Software for Registration System

Property Registration Information System Module (PRISM) is an automated application developed by National Informatics Center (NIC) for the State of Punjab. PRISM facilitates the process of registration at an enhanced speed and efficiency at the Sub Registrar Offices, across the state. The application is built with strong focus on ease of usage, simplicity and sound security & controls. A replicable and scalable application suite, the software:

- covers the registration process for different documents for registration
- integrates registration, valuation, scan and archives modules
- generates appropriate reports
- introduces service level integrators for return of original documents within a specified time frame
- incorporates reengineered processes
- introduces enhanced security by inclusion of biometrics introduces enhanced methods by inclusion of digital photograph

The functionalities of the application are in consonance with the objectives of the system. The main objectives of using and implementing PRISM is to introduce greater transparency, to ascertain accurate valuation of property, to speed up the process of registration and to introduce improved methods of storage for registered documents. Last but not the least; it aims at reducing citizen's harassment during registration and increasing faith and trust in the system.

PRISM has provided innovative approach to computerize the routine activities performed by the Deed Writers to demystify the entire gamut of activities. The module is called Deed Writer Module and can be used by the Deed Writers through the dedicated terminals provided at each SRO to enable the Deed Writer to fill in the party and property specific details by choosing the relevant deed-template from the available formats of registering various types of documents / deeds to simplify the process. The deed writers can be provided with User IDs and Passwords for ensuring Access Controls.

PRISM has incorporated certain improvements over and above the computerization of the registration process workflow. Specifically, it has focused on reducing impersonation in the process, reducing errors in data entry and improving the user experience in the SRO.

In PRISM, photographs of concerned parties and witnesses are captured on spot in person and endorsements along with photographs are printed on the deed. The photographs so captured are stored in database in secured manner. This avoids

frauds related to impersonation/change of photographs for the government and also citizens are benefited as they do not have to carry the photographs. The endorsements are computerized and carry all the details.

The valuation of the property is done on the spot with PRISM by dividing the whole jurisdiction into various segments having government defined different rates thus plugging the revenue leakage. PRISM maintains database of market value of segments of habitations depending on type/sub-type of properties both urban as well as rural.

To avoid any mistakes checklist is generated before finalizing the deed to cross-verify the details. All the activities including acceptance of cash, issue of cash receipt with details are performed on single counter to provide convenience of delivery of services. Computation of stamp duty, registration fee/fines etc is done through computer which avoids mistakes and also provide convenience to the registration staff to carry out work in an efficient manner. The departmental internal reports and index registers can be generated from PRISM.

Other salient features of the PRISM include user interface in local language i.e. Punjab and English; facility for predefined checks for supporting documents to ensure rejection of incomplete documents on presentation; Scanning and archiving of registered documents; automated valuation of property. Security of the system is given paramount importance in this application. Provision for auto checks for the availability of requisite hardware components on system startup; application level user-id and password is mandatory for the usage; changes are not permitted in data after completion of registration; biometrics is used for better identification and security; transaction audit trails logging date and time of access is inbuilt in the application. Application also provides facility for incorporation of need based user privileges. Also the scanned images are encrypted and stored in read-only form. Feature of time synchronization between scanning and registration PCs via database clock to prevent the misuse of system time that can be manipulated by the user.

### 2.1.7 Proposed Processes

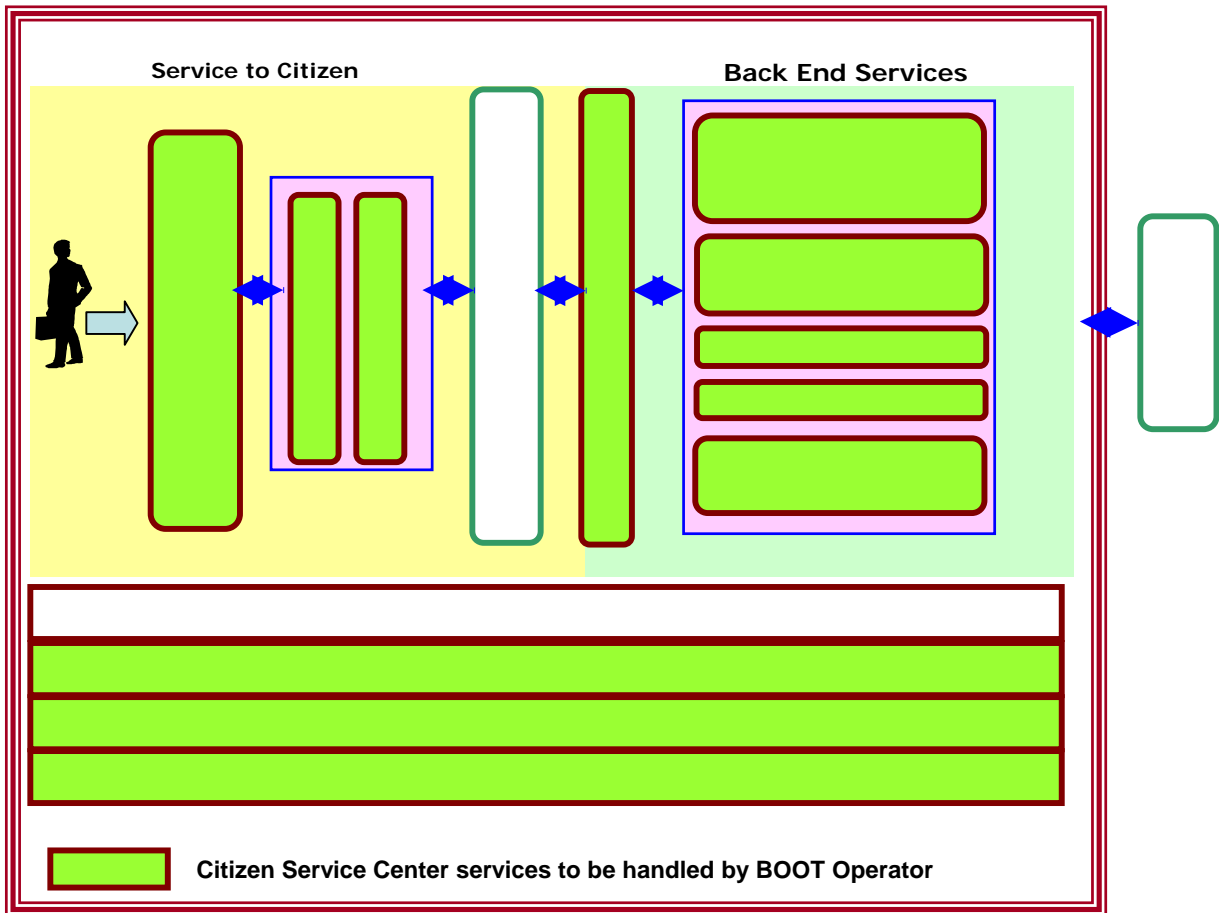
Tehsil/Sub-Tehsil offices handle the bulk of the citizen facing functions related to Land Records management and Registration System. The service categorization can be broadly divided into two major areas:

- 1. Services that are rendered to citizens
- 2. Services that are performed within Department that support the service delivery function to the citizens

Tehsil/Sub-Tehsil office provides a variety of services to its stakeholders. The high level services along the above classification are listed hereunder. The high level services along the above classification are listed hereunder.

#### Land Records Management System Process:

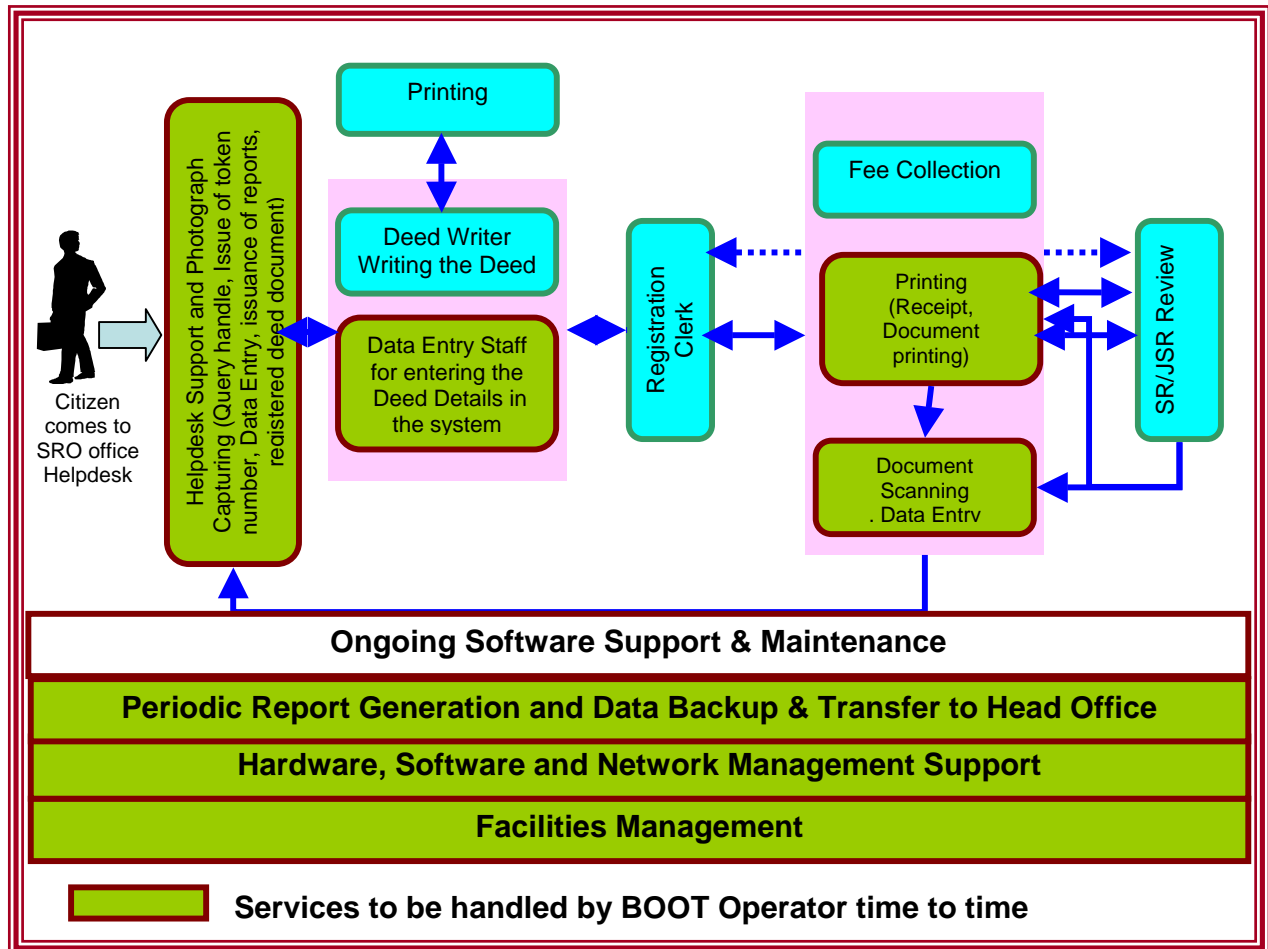
The following describes a brief outline of the operations envisaged in the land records office:



The detailed process flow of the activities involved in each of the services is detailed in [Annexure 8](#)

**Registration System Process:**

The following describes a brief outline of the operations envisaged in the registration offices:



The detailed process flow of the activities involved in each of the services is detailed in [Annexure 8](#)

**NOTE:** The software applications and processes for Land Records and Registration may be updated/modified/changed by the State/PLRS at its own discretion before the commencement of the contract or during the project contract period.

## 2.1.8 Role, Responsibility & Accountability

### Current Responsibility Matrix

Party	Build	Operate	Transfer
<b>SUCCESSFUL TENDERER</b>	<ol style="list-style-type: none"> <li>1. Supply, install and commission on upfront payment basis servers, switches and routers.</li> <li>2. Supply install and commission equipment Desktop PCs, printer, UPS, Generator, CD Cabinets etc. on service charge basis.</li> <li>3. Deployment of requisite resources.</li> <li>4. Providing general facility /infrastructural / environmental support systems, safety and security measures in Citizen Service Centers.</li> <li>5. Appropriate replacement and /or replenishment of systems</li> <li>6. After SWAN is implemented in the State the BOOT Operator is required to test and assure the connectivity between the Citizen Service Centers and State Data Centre for the purpose of uploading data from Citizen Service Center to the State Data Centre within 30 days thereafter.</li> </ol>	<ol style="list-style-type: none"> <li>1. Data Digitisation</li> <li>2. O&amp;M of Hardware &amp; Software, equipments, Network etc.</li> <li>3. Facility Management including management of infrastructure, utilities (like electricity, telephone etc.), ensuring safety and security of equipment of resources and data etc.</li> <li>4. Installation of current &amp; future upgraded versions of Land Records and Registration applications and Configuration, Initialization &amp; Master Data Entry as &amp; when required.</li> <li>5. Data Migration &amp; Porting at all stages.</li> <li>6. Ensure Data Security, Maintenance, Management, Backup, Archival, Retrieval &amp; Recovery.</li> <li>7. Providing services like Nakal Issuance, Mutation, New Jamabandi generation and printing, New Khasra Girdawari generation and printing, Musavis, Deed registration.</li> <li>8. Back-office operations like generation of MIS reports etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. The tenderer shall transfer the operations and management of the citizen service centres to PLRS or its authorized agency as per the contract terms &amp; the exit management plan agreed upon.</li> <li>2. The equipment supplied on upfront payment basis would be transferred in fine working order to PLRS/ its authorized agency on exit.</li> <li>3. The other equipment completing five years of usage shall be transferred in fine working order to PLRS on zero cost basis and the balance equipment on mutually agreed depreciated value.</li> </ol>

Party	Build	Operate	Transfer
<b>SUCCESSFUL TENDERER</b>		<p>9. Helpdesk services like helping citizens with answers to their queries, Initial checking of the documents for completeness and proper sequencing, and Issuance of Token number etc.</p> <p>10. Supply of consumables i.e. Printed Stationary Cost of power consumed Housekeeping &amp; Security etc.</p> <p>11. Keep the systems software like OS, antivirus etc. up to date</p> <p>12. Report all the problems related to PRISM and PLRS Applications in the formats provided by NIC and PLRS respectively.</p> <p>13. The cost of insurance cover where ever applicable.</p> <p>14. Training and assistance to respective officials for using the application at front desk counter machines.</p> <p>15. Upload the data to the State Data Center HQ database.</p> <p>16. Ensuring the reports are sent to state head quarters with in time.</p> <p>17. Management and quality control of all services and infrastructure.</p> <p>18. Ensuring the SLAs is met.</p> <p>19. Any other service which is required for the successful execution of the project.</p>	<p>4. It excludes the following items</p> <ul style="list-style-type: none"> <li>• People</li> <li>• Operational Liability</li> <li>• Contingent liability</li> <li>• Any Pending litigation &amp; proceedings</li> </ul>

Party	Build	Operate	Transfer
Punjab Land Records Society	<ol style="list-style-type: none"> <li>1. Physical Center Setup <ul style="list-style-type: none"> <li>▪ Network Connectivity to Block Headquarter</li> <li>▪ Fans, ACs, fire Safety eqpt.</li> </ul> </li> <li>2. Provide separate power connection with meter / sub meter to support the power needs of the Citizen Service Centre. (The operator shall pay for all the power bills for the meter / sub-meter installed for operations.)</li> <li>3. Application Development &amp; Implementation at all the locations</li> <li>4. Furnish specifications and quantities for procurement of hardware and software</li> <li>5. Development of detailed user manuals for application software.</li> <li>6. Preparation of a detailed Project Plan for the complete application software implementation, post-implementation activities and up-gradation.</li> <li>7. Testing &amp; Acceptance of Application Software for its correct functioning before its implementation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintenance and up gradation of the PLRS application</li> <li>2. Resolution of fault/ queries raised by the application user</li> <li>3. On site support to resolve application problems</li> <li>4. Training of application users viz. Patwaris, Kanungos, and Operator etc.</li> <li>5. Coordinating software installation and hand holding in case of any problems including software bugs</li> <li>6. Maintenance and updatation/upgradation of the application software.</li> <li>7. Responsible for the design of the application and its components</li> <li>8. Conducting Software trainings for the Operator staff on the installation and operation of PLRS application, data migration etc.</li> <li>9. Providing documentation for use of application software, master data entry etc.</li> <li>10. Workshops for users on PLRS Application.</li> </ol>	



Party	Build	Operate	Transfer
National Informatics Center (NIC)	<ol style="list-style-type: none"> <li>1. Preparation of a plan for installation and upgradation of application software, training, problem resolution etc.</li> <li>2. Recommend a plan for Data Security, Maintenance, Data Management, Backup, Archival, Retrieval &amp; Recovery etc.</li> <li>3. Application Development</li> <li>4. Application and database installation in case BOOT Operator is unsuccessful in installation of the same.</li> <li>5. Furnish specifications and quantities for procurement of hardware and software</li> <li>6. Development of detailed user manuals. Providing documentation for use of application software, master data entry etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintenance and up gradation of the PRISM application</li> <li>2. Resolution of fault/ queries related to application.</li> <li>3. Support to resolve application problems</li> <li>4. Coordinating software configuration, installation and hand holding in case of any software related problems</li> <li>5. Responsible for design of the application and its components</li> <li>6. It will impart only one time free training to all the manpower of the BOOT Operator wherein the BOOT Operator will bear the cost towards travel, boarding and lodging etc. NIC would also provide a Trainer's Training to the personnel deputed by the BOOT Operator for the same with BOOT Operator bearing the cost towards travel, boarding and lodging etc. Thereafter, if the BOOT Operator requests for any number of repeat trainings by NIC then the former will have to bear the cost of the training incurred by NIC for the same purpose.</li> <li>7. District level workshops on PRISM Application for training of revenue staff viz. Registration Clerk, SRO etc.</li> </ol>	

Party	Build	Operate	Transfer
<b>District Administration</b>	<ol style="list-style-type: none"> <li>1. Provide Civil Site.</li> <li>2. Co-ordination with various departments and executing agencies.</li> <li>3. Provide manual records for data entry and digitization.</li> </ol>	<ol style="list-style-type: none"> <li>1. Deployment of Revenue officials for verification and attestation of records</li> <li>2. Making the required master data available on paper to BOOT Operator as required.</li> <li>3. Arranging resolution of application software problems/bugs etc. from PLRS/NIC.</li> <li>4. Any other requirements that could arise during operations of the center for effective governance and to meet any administrative requirements</li> <li>5. Any Application Software Requirement/Bug will be reported in writing with complete details and evidence.</li> <li>6. Responsible for any legal issues due to implementation of Application Software.</li> <li>7. Responsible for ownership of data generated using application software.</li> <li>8. Responsible for any damage or financial losses due to use of application software.</li> </ol>	<ol style="list-style-type: none"> <li>1. To takeover from BOOT Operator after completion of term or in event of non-performance by the BOOT Operator.</li> </ol>

## 3 DETAILED PROJECT REQUIREMENTS

### 3.1 Management Requirements

#### 3.1.1 Accountability & Administrative Management

The Operator shall be responsible for the overall management and quality assurance of the work being handled by the operator.

Citizen Service Hours of the Citizen Service Centers (Week End working details to be worked out later)

Location	Timings
Tehsils	Mon – Friday (9am – 5pm)

#### 3.1.2 People Management

In order to efficiently operate and maintain the Citizen Service Centers, an appropriate Centre Organization Structure is to be followed. The structure shall address minimum requirement of manpower at the Center, Operator is expected to undertake a detailed manpower assessment and recommend structure. Details of manpower required as stated in [Annexure 4](#) are the minimum (indicative) figures; the tenderer is expected to arrive at the optimum number based on the information provided in RFP and field visits undertaken by the tenderer.

The people management would need to be so planned by Operator as to comply with the Service level requirements. The various categories of people, their skill levels and certification needs, required to perform the tasks allocated to them, the number of people in each category and each location must be maintained in such a way that:

- 1 The tendering agency will be bound to supply support manpower for work specified above.

- 2 The tendering agency needs to assign Project manager for the overall management of the operation and related tasks.
- 3 The defined levels of response time to attend to a job proactively/reactively are complied with.
- 4 The defined levels of repair and restoration time are complied with.
- 5 In the event of an assigned person not being available due to sickness, or having left the Operator's organization, or unable to perform as expected, equally competent personnel are assigned as replacements immediately.
- 6 The 'Data Entry Operators' / 'Counter Operators' should not be frequently changed as it creates disruption of work and slows down the workflow.
- 7 Contact details of all such personnel are made available to enable the service compliance and any changes in such details are communicated well in advance.
- 8 All salaries and statutory benefits will have to be borne by the tendering agency and Authorised Representative, Punjab Land Records Society office shall make no payments.
- 9 The agency should ensure that the behaviour of manpower is decent.
- 10 In case of any unlawful activity or indiscipline by any of the staff employed by BOOT operator, the concerned staff shall be immediately replaced by the BOOT Operator on the written directives of the respective Deputy Commissioner.
- 11 The tendering agency should submit the affidavit from each of its personnel stating that he/she would not ask for employment in Government on the basis of working in the offices of the Revenue Department.
- 12 Technical support manpower to be stationed at requisite offices and should be readily available as and when support is required at any location.
- 13 The tendering agency has to ensure that training will be given to the support manpower and shall bear the costs thereof.
- 14 The tendering agency should ensure that all staffs are well trained in using Land Records Management Software and the Registration Software.
- 15 The tendering agency should ensure the minimum qualification standards expected from the staffs to be deputed
  - a. Data Entry operator

- Minimum Education: Class 12th exams passed
  - Languages known ( Read, Write and Spoken): Punjabi and English
  - Should be aware of Land Records Management and Registration process and terms used
  - Typing Speed
    - Gurmukhi minimum 30 words
    - English minimum 40 words
  - Operating knowledge about computers, printer etc.
    - Should have operating knowledge of computer
  - Prior experience of working as Data Entry Operator will be an added advantage
- b. Project Manager/Supervisor
- Minimum Education: Post Graduation (Economics / Commerce / Science / Management stream)
  - Languages known (Read, Write and Speak): Punjabi, Hindi, English
  - Should be aware of Land Records Management and Registration process and terms used
  - Computer knowledge
    - Should have operating knowledge of computers and networking
  - Prior project management experience of at least 3 years of handling such large projects
  - Excellent writing, communication, time management and multi-tasking skills
- c. Database Administrator
- Minimum Education: Bachelor or Master degree in Computer Science, Information Technology, Electrical Engineering or equivalent technical training and experience.
  - Minimum total experience of 2 years as DBA with at least 1 year experience on MS SQL Server
  - MCDBA certification preferred
  - Experience in database activities like instance tuning, schema management, space management, backup and recovery, disaster

- recovery, data replication, database refresh, and SQL programming and tuning
- Broad production support background across multiple hardware and software platforms including Windows NT, LINUX
  - Ability to work across multiple sites and working teams.
  - Self-motivated with strong team spirit
  - Excellent writing, communication, time management and multi-tasking skills

### **3.1.3 Operations & Maintenance Management**

The maintenance, upkeep and physical security of the Citizen Service Center shall be the responsibility of the operator. The operations & maintenance management should be planned to ensure compliance with service level standards.

#### **3.1.3.1 Sites**

Sites for Land Records Management and Registration operation will be made available by Director Land Records. Operator could visit all the sites prior to tendering, if necessary and the district administration will facilitate the same, if notified prior. However the successful tenderer would be responsible for its maintenance and cleanliness.

#### **3.1.3.2 Supply of Consumables**

The selected tenderer should make available all the consumables and any other goods or articles required from time to time for functional operations of the project, which include but not limited to:

1. Cartridges and/or ribbons for printers
2. Pre-printed computer stationery required for various applications and certificates
3. Plain paper, files folders and other office stationery articles
4. CDs, DATs and other storage consumables

5. Fire safety management to be provided at every center
6. Utilities Payments like electricity charges, telephone charges etc. generator fuel, UPS battery etc.
7. Any other item which is required for the successful execution of the project.

The stationery used for all statutory certificates shall be security paper, to prevent duplication. If any doubt arises, whether any item or article can be categorized as required for functional operations or not, or with regard to the quantities used, the decision of the Authorised Representative, Punjab Land Records Society shall be final. The Operator shall maintain an inventory adequate for one month's operation at each Citizen Service Center.

### **3.1.3.3 Physical Security**

Physical access to technical suites and other areas of the centre should be controlled and monitored on an ongoing basis to maintain and control access to restricted areas.

Access to the server area should be strictly regulated, and limited to only those personnel who are necessary for its operation. The physical security at the premises allotted for the purpose of 'Data Entry & Digitisation of Land Records, 'O&M for provision of Land Records Services', 'O&M for provision of Registration Services' would be the responsibility of the selected Bidder.

### **3.1.3.4 Disaster Recovery**

Disaster Recovery – The Operator will be responsible for ensuring the continuity of service, in case of any disaster within a reasonable time and as agreed with Authorised Representative, PLRS. The vendor would be free to plan as they deem "fit and cost effective" to restore and offer services to the citizens as defined under the services levels.

Definition: Disaster Recovery consists of the planning and activities that allow an organization to return to an acceptable state of work and associated activity

after a sudden unplanned calamitous event, which causes damage and/or physical loss. It focuses on activities to restore the processes rather than necessarily to restore the physical attributes.

### 3.1.4 Infrastructure Requirements

#### 3.1.4.1 Hardware, Networking & Ancillary Equipment

- 1 The hardware, networking & all other equipment to be used and/or supplied by the Operator shall
  - a. Meet the minimum requirements of both, PLRS Application and PRISM.
  - b. Be new, supported with documentary proof.
  - c. Be capable of delivering high performance during the time period of the project. A team of technical experts to ensure compliance of this requirement shall inspect the hardware.
- 2 The solution should incorporate reliable network architecture, communication technology and equipment. Suitable redundancy shall be provided in the communication networks and topology.
- 3 **Electronic display and token system** – An electronic display and token issue system is to be provided at each Citizen Service Center to regulate the entry and queuing of citizens at the center. The system should be transparent and operating in accordance with Land Records Application and PRISM. It should also have the provision of generating the reports to show the maximum waiting time by any citizen.
- 4 **Printers & necessary stationery** – To print Nakals and other land records related documents and hard copies of MIS reports (for district head quarters, state head quarters) to be generated at each center. The Operator shall provide the requisite number of printers with appropriate configuration and necessary stationary required for this purpose. All printers should support Gurmukhi language.

[Annexure 3](#) provides the minimum Hardware and peripheral devices for the different classes of Citizen Service Center. These annexure list the minimum configuration and minimum number of resources to be deployed. Bidder is required to add more types/categories of resources based on scope of work and



services to be delivered. Also, bidder must do his own calculation (based on transaction load and SLA requirements etc. to arrive at optimum numbers/quantities) for various categories of resources.

The state/PLRS may avail (at their option) from the selected vendor (if acceptable to the selected vendor) supply of any additional equipment/item on Upfront Payment basis for their internal requirements at the lowest price amongst the prices quoted by the various bidders for that equipment/item.

### **3.1.4.2 Hardware Maintenance and Support**

#### **1 Scope**

The scope of hardware support services will include preventive and corrective comprehensive maintenance and cover installation, on-site diagnosis and resolution of hardware faults in response to problem reports. Resolution of hardware problems detected during routine operational support activities will be taken care.

#### **2 Service Requirements**

Support in response to problem reports will usually require Support staff to visit the installation site with necessary diagnostic tools and determine the fault, after understanding the problem. The Support staff will diagnose the faulty modules / sub-assemblies, etc. If the problem is of intermittent in nature, the support staff will try to simulate the problem in all possible operating situations.

#### **3 Network Administration**

Network Administration & Management consists of the following activities but not limited to:

- Administering User IDs.
- Network analysis and performance optimizing.
- Continuous monitoring and management of network during the working hours of Tehsils on each working day and restoration of breakdown within prescribed time limits.

- Ensuring network security and database security at all times.

#### **4 System Support**

System support consists of the following but not limited to:

- Taking daily system backup.
- Installation and reload support for OS like Win XP/NT/XP Server edition, Office 97/00/XP, Databases etc.
- Installation and reload support for application software.
- Rectification of system software problems due to crashing or malfunctioning of the OS, RDBMS or front end within the time limits prescribed.
- Installation of upgrades of software namely, OS, RDBMS, Anti Virus and front end application.
- Guarding the systems against virus infections using the latest anti-virus tools.
- One set of all backups should be handed over to the administration for administrative custody. The administration will detail the responsibility and frequency for the same prior to go-live.

## ANNEXURE 1 – MIS REPORTS

Following is the representative list of major types of reports to be printed as and when required for Registration department

#	List of Reports
1	Miscellaneous Receipt Register
2	Cash Register
3	Daily MIS Report
4	Monthly MIS Report
5	Detailed Monthly MIS Report
6	Yearly MIS Report
7	SRO Report
8	Receipt Book
9	Index 1 Report
10	Index 2 Report
11	Index 3 Report
12	Index 4 Report
13	Parcha Yadasht Report
14	Statutory Reports
15	Any other(s) as per requirement

Following is the representative list of major reports to be printed as and when required for land records:

#	List of Reports
1	Daily Cash Collection Report
2	Monthly Cash Collection Report
3	Yearly Cash Collection Report
4	Jamabandi related reports <ul style="list-style-type: none"> <li>▪ Area Wise Report</li> <li>▪ Fard Badar Report</li> <li>▪ Government Land Report</li> <li>▪ Mortgaged Land Report</li> <li>▪ Number and Percentage of land owners having land holdings less than 5 acres (marginal farmers), 5 to 10 acres (small farmers) and above 10 acres (large farmers)</li> </ul>
5	Mutation related reports <ul style="list-style-type: none"> <li>▪ Pending / Approved / Finalised Mutations</li> <li>▪ Category wise Mutations</li> <li>▪ Monthly Report</li> <li>▪ Mutations since last Jamabandi</li> <li>▪ Summary of Mutations</li> </ul>
6	Girdawari related reports <ul style="list-style-type: none"> <li>▪ Cultivated Lands</li> <li>▪ Crops in a village</li> <li>▪ Shares to helpers</li> <li>▪ Types of lands</li> <li>▪ Means of irrigation</li> <li>▪ Min Fields</li> <li>▪ Cultivator Change</li> <li>▪ Jinswar</li> </ul>
7	Shajra Nasab related reports <ul style="list-style-type: none"> <li>▪ Caste wise report</li> <li>▪ New Entries</li> <li>▪ Lambardars Report</li> </ul>

#	List of Reports
8	Others <ul style="list-style-type: none"> <li>▪ Kanungo Circle Report</li> <li>▪ Circle Snapshot</li> </ul>
9	REPORTS FILED BY DISTRICT KANUNGO <ul style="list-style-type: none"> <li>▪ Reports Filed on basis of Parcha Forms Received</li> <li>▪ List of Pending Mutations</li> <li>▪ Disposal of Uncontested Mutations</li> <li>▪ Disposal of Contested Mutations (by SDM)</li> <li>▪ Disposal of Uncontested, Unregistered Will Mutations (Viraasat)</li> <li>▪ Statement showing The Preparation And Consignment Of Jamabandis</li> <li>▪ Statement showing The Disposal Of Girdawari Cases</li> <li>▪ Statement showing The Disposal Of Partition Cases By The Tehsildar</li> <li>▪ Statement showing The Disposal Of Registration Memoranda</li> <li>▪ Statement showing The Mutations Filed By Parcha Forms</li> <li>▪ Statement showing The Verifications Done By The SDM</li> </ul>

**Note:** The tenderer may be required to generate any other additional report based on PLRS/State's requirements from time to time. For printing of these additional reports/ additional copies of the above report the State/PLRS may use their own printing infrastructure or (at the option of PLRS/State) may avail facility of printing including paper & other consumables from the selected vendor at the quoted rates.

## ANNEXURE 2 – INFORMATION REGARDING SERVICE TRANSACTIONS

The tenderers may use the following indicative data for preparing their financial bids:

1. The tenderer is expected to perform installation and commissioning of the required hardware, software and other equipments at the Citizen Service Centers immediately after the site is handed over by PLRS / District Administration to commence Registration related services. The land records related services should start after successful completion of data entry and digitization of one Kanungo.
2. All kinds of stationery for various purposes at Citizen Service Center are to be purchased by the tenderer. The requirement regarding type, size of stationery, type of printing for various purposes are described in detail below:

Activity	Type of Stationery	Size of Paper	Type of Printing
Nakals of Jamabandi	Pre-printed paper	80 col. fanfold stationery	Dot Matrix printing
Nakals of Mutation	Pre-printed paper	80 col. fanfold stationery	Dot Matrix printing
Nakals of Girdawari	Pre-printed paper	80 col. fanfold stationery	Dot Matrix printing
Nakals of Roznamcha Waqiyati	Pre-printed paper	80 col. fanfold stationery	Dot Matrix printing
Nakals of Shajra Nasab	Pre-printed paper	80 col. fanfold stationery	Dot Matrix printing
Nakals of Field Book	Pre-printed paper	80 col. fanfold stationery	Dot Matrix printing
Nakals of Musavi	Pre-printed paper	Legal size cut sheet	Color Deskjet printing

Activity	Type of Stationery	Size of Paper	Type of Printing
Pre-final and Final Jamabandi (at the end of 5 years for updation)	Pre-printed paper	fanfold stationery	Line Matrix printing
Khasra Girdawari form (at the beginning of daur)	Pre-printed paper	fanfold stationery	Line Matrix printing
Mutation Form	Pre-printed paper	80 col. fanfold stationery	Dot Matrix printing
Musavis	Pre-printed paper	A0 / A1 size paper	Plotter printing (large format)
Registration deed printout	Pre-printed paper		
MIS Reports	Pre-printed paper		

**Note:** The pre-printed stationery design/format is to be provided by PLRS.

3. The color inkjet printer is to be used for printing Nakals of Musavis.
4. A high resolution (1200 x 600) large format color plotter is required to print complete Musavis for all villages for record filing purpose. The minimum configuration of the plotter is given in Annexure 3 of RFP Volume 1.
5. Musavis have to be digitized at a central location as specified by PLRS.
6. A minimum of 60 data entry operators are required per district.
7. All software licenses for the purpose of data entry are to be arranged by the operator and PLRS will not provide any license to the operator for data entry.
8. The operator shall provide all sorts of consumables for the purpose of data digitisation and verification process and generator set for offline power backup for ensuring uninterrupted smooth operations.

9. During operations phase as required, addressing technology obsolescence needs by appropriate upgradation, replacement and / or replenishment of systems, providing power requirements, environmental support systems, access control and security measures in front and back offices etc. shall be the responsibility of the tenderer.
10. Various MIS reports are to be generated and submitted to various officials as required.
11. The number of columns which determine the size of the printout of various registers in PLRS Application are as follows:

Registers	No. of Columns
Jamabandi	12
Mutation	15
Girdawari (for 5 years)	20
Roznamcha Waqiyati	6
Shajra Nasab	N.A
Field Book	6



## ANNEXURE 3 – TECHNICAL SPECIFICATIONS

(All relevant specs to be reconfirmed by PLRS and NIC respectively)

ITEM	EXPECTED MINIMUM CONFIGURATION
<b>TEHSIL SERVER</b> (Category: 'Super A', A)	<p><b>Processor</b> - Single Intel Xeon 3.2 Ghz (Scaleable to Dual CPU) with 1MB L2 Cache per processor.</p> <p><b>Memory</b> - 2 GB ECC DDR RAM scaleable to 8 GB ECC DDR</p> <p><b>Chipset</b> - Intel E7520 chipset (server class chipset)</p> <p><b>Drive Bays</b> – Minimum 6 hot-swap HDD bays and 4 removable media drive bays</p> <p><b>HDD</b> – 4 * 145 GB Ultra320 SCSI disks.</p> <p><b>HDD Controller</b> – Integrated dual channel Ultra320 SCSI Controller</p> <p><b>RAID Controller</b> – Dual channel Ultra 320 with min. 64 MB cache should support RAID0,1,5</p> <p><b>Networking</b> – Embedded 100/1000 Mbps Ethernet controller</p> <p><b>Ports</b> (minimum) - 1 serial, 1 parallel, 2 USB2.0, 1 (PS/2) keyboard, 1 (PS/2) mouse, 1 100/1000 RJ45</p> <p><b>Bus Slots</b> - Five slots, 4 no. 64 bit PCI- X slots</p> <p><b>Graphics Controller</b> – Integrated ATI Rage Excel Video Controller or equivalent with 8MB SDRAM video memory</p> <p><b>DVD ROM / CD-RW Drive</b> -16X DVD, 52X CD-R, 24X CD-RW , 52X CD-W (or higher)</p> <p><b>Floppy Drive</b> - 1.44 MB 3.5"</p> <p><b>Tape Drive</b> – 20/40 DAT (Internal)</p> <p><b>Monitor</b> - 17" SVGA colour monitor (PC OEM make), asset controlled, MPR II certified, Energy Star compliant. Should have minimum resolution of 1280x1024 @ 60Hz.</p> <p><b>Keyboard</b> – PS/2 or USB OEM keyboard.</p> <p><b>Mouse</b> – PS/2 or USB optical scroll OEM mouse and mouse pads of superior quality.</p> <p><b>Power</b> – Hot Plug Redundand AC power supply and redundand cooling fans</p> <p><b>Cables &amp; Connectors</b> - Power cords for CPU and Monitor. Connecting cord for monitor and display adapter.</p> <p><b>Security Feature</b> - Chassis lock, Boot sequence control, Power-ON &amp; BIOS configuration password</p> <p><b>Certification</b> - Intel inside licensee certification, hardware should be:</p> <ul style="list-style-type: none"> <li>✓ Win logo windows 2003 certified</li> <li>✓ Linux ready certified</li> <li>✓ ISO 9001 certified</li> <li>✓ Energy Star certified</li> </ul> <p><b>Management Features</b> -</p> <ul style="list-style-type: none"> <li>✓ Wired for management compliant</li> <li>✓ DMI 2.0 compliant</li> <li>✓ WLP (windows logo program) 2.0 compliant</li> <li>✓ Asset tracking including CPU, memory, monitor, hard disk, NIC, OS, etc</li> <li>✓ Health monitoring of CPU, fan speed, Voltage &amp; temperature and alerts for the same</li> </ul> <p>Monitoring and pre-failure alerts for the hard disk</p> <p><b>OS Support:</b> MS Windows Server 2000</p> <p><b>Antivirus:</b> Symantec/McAfee/Trend Micro Antivirus</p>

ITEM	EXPECTED MINIMUM CONFIGURATION
<b>TEHSIL SERVER</b> (Category: B, C, D)	<p><b>Processor</b> - Single Intel Xeon 3.2 Ghz (Scaleable to Dual CPU) with 1MB L2 Cache per processor.</p> <p><b>Memory</b> - 1 GB ECC DDR RAM scaleable to 8 GB ECC DDR</p> <p><b>Chipset</b> - Intel E7520 chipset (server class chipset)</p> <p><b>Drive Bays</b> – Minimum 4 hot-swap HDD bays and 4 removable media drive bays</p> <p><b>HDD</b> – 3 * 145 GB Ultra320 SCSI disks.</p> <p><b>HDD Controller</b> – Integrated dual channel Ultra320 SCSI Controller</p> <p><b>RAID Controller</b> – Dual channel Ultra 320 with min. 64 MB cache should support RAID0,1,5</p> <p><b>Networking</b> – Embedded 100/1000 Mbps Ethernet controller</p> <p><b>Ports</b> (minimum) - 1 serial, 1 parallel, 2 USB2.0, 1 (PS/2) keyboard, 1 (PS/2) mouse, 1 100/1000 RJ45</p> <p><b>Bus Slots</b> - Three slots, 2 no. 64 bit PCI- X slots</p> <p><b>Graphics Controller</b> – Integrated ATI Rage Excel Video Controller or equivalent with 8MB SDRAM video memory</p> <p><b>DVD ROM / CD-RW Drive</b> -16X DVD, 52X CD-R, 24X CD-RW , 52X CD-W (or higher)</p> <p><b>Floppy Drive</b> - 1.44 MB 3.5"</p> <p><b>Tape Drive</b> – 20/40 DAT (Internal)</p> <p><b>Monitor</b> - 17" SVGA colour monitor (PC OEM make), asset controlled, MPR II certified, Energy Star compliant. Should have minimum resolution of 1280x1024 @ 60Hz.</p> <p><b>Keyboard</b> – PS/2 or USB OEM keyboard.</p> <p><b>Mouse</b> – PS/2 or USB optical scroll OEM mouse and mouse pads of superior quality.</p> <p><b>Power</b> – Hot Plug Redundand AC power supply and redundand cooling fans</p> <p><b>Cables &amp; Connectors</b> - Power cords for CPU and Monitor. Connecting cord for monitor and display adapter.</p> <p><b>Security Feature</b> - Chassis lock, Boot sequence control, Power-ON &amp; BIOS configuration password</p> <p><b>Certification</b> - Intel inside licensee certification, hardware should be:</p> <ul style="list-style-type: none"> <li>✓ Win logo windows 2003 certified</li> <li>✓ Linux ready certified</li> <li>✓ ISO 9001 certified</li> <li>✓ Energy Star certified</li> </ul> <p><b>Management Features</b> -</p> <ul style="list-style-type: none"> <li>✓ Wired for management compliant</li> <li>✓ DMI 2.0 compliant</li> <li>✓ WLP (windows logo program) 2.0 compliant</li> <li>✓ Asset tracking including CPU, memory, monitor, hard disk, NIC, OS, etc</li> <li>✓ Health monitoring of CPU, fan speed, Voltage &amp; temperature and alerts for the same</li> </ul> <p>Monitoring and pre-failure alerts for the hard disk</p> <p><b>OS Support:</b> MS Windows Server 2000</p> <p><b>Antivirus:</b> Symantec/McAfee/Trend Micro Antivirus</p>
<b>SERVER OS</b> (Category: 'Super A', A, B, C, D)	Windows 2000 (OS Licenses shall be provided by PLRS)
<b>SERVER DATABASE</b> (Category: 'Super A', A, B, C, D)	SQL Server 2000 RDBMS (SQL Server Licenses shall be provided by PLRS)

ITEM	EXPECTED MINIMUM CONFIGURATION
<p><b>CLIENT DESKTOP PCS</b> (No USB ports) (Tehsil Center) (Category: 'Super A', A, B, C, D)</p>	<p><b>Processor</b> - Intel P-IV with Hyper Threading.  <b>CPU speed</b> – 3.2Ghz or higher.  <b>Chipset</b> - Intel 915G.  <b>Motherboard</b> – Intel Original or OEM motherboard. OEM motherboards should have the OEM name clearly printed on them.  <b>Form Factor</b> – Micro Tower.  <b>Front Side Bus (FSB)</b> – 800Mhz.  <b>RAM</b> – 512 MB (2 * 256MB) 400MHz DDR2 upgradeable to at least 4GB.  <b>DIMM Slots</b> – Minimum 4.  <b>L2 Cache</b> – 1MB.  <b>Hard Disk Drive</b> – 40 GB SATA SMART III 7200 rpm with Pre Failure Alert.  <b>CD-R Drive</b> – 52xCD R  <b>Ports (minimum)</b> - 1 Parallel, 1 Serial, VGA, Speaker, Microphone, Headphone, 2 PS/2 ports.  <b>Slots</b> - Minimum 4; x1 PCI Express Slot - 1 no; x16 PCI Express Graphics Slot - 1 no; and PCI – 2 nos  <b>Graphics</b> – Integrated Graphics with Intel Graphics Media Accelerator 900.  <b>Audio</b> - Integrated audio controller.  <b>Power Supply</b> – Minimum 300 Watts (Surge protected)  <b>Monitor</b> - 17" SVGA colour monitor, MPR II certified, Energy Star compliant. Should have minimum resolution of 1280x1024 @ 60Hz. (On Some PCs, two monitors are required to be connected, provision for the same would be made on those machines)  <b>Keyboard</b> – PS/2 OEM keyboard.  <b>Mouse</b> – PS/2 optical scroll OEM mouse and mouse pads of superior quality.  <b>BIOS</b> – Flash BIOS.  <b>Ethernet Port</b>- Embedded auto sensing 10/100 with WOL &amp; PXE.  <b>Cables &amp; Connectors</b> - Power cords for CPU and Monitor. Connecting cord for monitor and display adapter.  <b>Security Feature</b> - Security Loop / Lock  Removable media boot control  Serial &amp; Parallel Interface Control  Power-On Password  Setup Password  <b>Certification</b> –</p> <ul style="list-style-type: none"> <li>• Intel Inside Licensee Certified</li> <li>• Windows XP Certified</li> <li>• Wired for Management Compliant</li> <li>• WLP (Windows Logo Program) 2.0 compliant</li> </ul> <p>The OEM should be ISO 9001:2000 certified for manufacture of PCs.</p> <p><b>Management Features</b> -  OEM Tool that allows to centrally track, monitor and manage the PC including:</p> <ol style="list-style-type: none"> <li>1. Get hardware asset information including Serial no of the PC, Serial no of RAM and HDD and Serial no of Monitor</li> <li>2. Monitor system health</li> <li>3. Alert management</li> <li>4. Monitoring and pre-failure alerts for the hard disk</li> <li>5. Pre installed tool for hardware diagnostics</li> <li>6. Pre loaded software tool that has provision for scheduled backup for restoring OS &amp; data</li> </ol>

ITEM	EXPECTED MINIMUM CONFIGURATION
	<b>Operating System</b> - preloaded latest version of Windows XP professional (license included) with latest available service pack (SP2 or later) along with Symantec/McAfee/Trend Micro Antivirus
<b>Deed Module Diskless Terminals</b> (Category: 'Super A', A, B, C, D)	Diskless Clients (Browser Terminals) with keyboard and network interface card for connectivity with the Server to run the PRISM application, scanning , running photograph software etc
<b>Digital Camera with driver software</b> (Category: 'Super A', A, B, C, D)	<ul style="list-style-type: none"> <li>• 2.00 Mega pixel resolution</li> <li>• 1632x1232 Maximum resolution</li> <li>• Digital Zoom</li> <li>• 50cm focus range</li> <li>• f4.5 Minimum wide aperture</li> <li>• 1/2 sec Minimum shutter</li> <li>• Built-in flash</li> <li>• Auto White balance</li> <li>• 15 fps</li> <li>• Optical viewfinder</li> </ul>
<b>Laser Printer</b> (Category: 'Super A', A, B, C, D)	<ul style="list-style-type: none"> <li>• 1200 x 1200 DPI</li> <li>• A4, Letter, Legal</li> <li>• 8 MB</li> <li>• Parallel Port</li> <li>• 15 PPM</li> <li>• 7000 Pages Per Month</li> <li>• A4, A5, letter, legal, executive</li> <li>• HP PCL 3 Enhanced or Above</li> <li>• Windows XP; Windows 2000 and Windows 9X / ME compatible</li> </ul>
<b>Color Deskjet Printer</b> (Category: 'Super A', A, B, C, D)	<ul style="list-style-type: none"> <li>• 1200 x 1200 DPI</li> <li>• A4, Letter, Legal</li> <li>• 8 MB</li> <li>• Parallel Port</li> <li>• 14 PPM color</li> <li>• 1000 Pages Per Month</li> <li>• A2, A4, A5, A6, C6, DL, Borderless Photo, Letter, Legal, Executive</li> <li>• HP PCL 3 Enhanced or Above</li> <li>• Windows XP; Windows 2000 and Windows 9X / ME compatible</li> </ul>

ITEM	EXPECTED MINIMUM CONFIGURATION
<p><b>Dot Matrix Printer</b> (Category: 'Super A', A, B, C, D)</p>	<ul style="list-style-type: none"> <li>• 24 Pins, 80cols, 300cps speed</li> <li>• Push/Pull tractor</li> <li>• Centronics parallel or RS232/422 serial interface</li> <li>• Paper Path - friction, tractor mode</li> <li>• Punjabi Language Printing capability</li> </ul>
<p><b>Biometric fingerprint device</b> (Category: 'Super A', A, B, C, D)</p>	<ul style="list-style-type: none"> <li>• Optical</li> <li>• Less than 1 Second finger matching</li> <li>• 25MM x 40MM x 66MM finger print imaging area</li> <li>• 450 DPI</li> <li>• Compatible with Windows XP, Windows 2000 and Windows 9X / ME</li> </ul>
<p><b>Large format color Plotter</b> (Category: 'Super A', A, B, C, D)</p>	<ul style="list-style-type: none"> <li>• Normal mode: D-size line drawings - 3 min 15 sec, colour images - 36 square feet per hour</li> <li>• 1200 dpi x 600 dpi</li> <li>• 16MB RAM upgradeable to 160MB</li> <li>• D-size line drawings: 6 minutes; colour images: 21 square feet per hour</li> <li>• D-size line drawings: 90 seconds; colour images: 85 square feet per hour</li> <li>• Normal print time - 36 square feet per hour</li> <li>• Media handling - Sheet feed, roll feed, automatic cutter</li> <li>• Sheet sizes: 8.3in to 24in (width), 8.3in to 74.7in (length); roll: 24in (width), up to 150 feet (length)</li> <li>• Minimum line width - 0.002inch Colour</li> <li>• Microsoft® Windows® (95, 98, NT 4.0 and 2000), AutoCAD (2000 and R 13, 14) compatible</li> <li>• Centronics parallel, IEEE-1284-compliant (ECP)</li> </ul>
<p><b>Line Printer</b> (Category: 'Super A', A, B, C, D)</p>	<ul style="list-style-type: none"> <li>• Print Speed - 500 LPM</li> <li>• 132 Columns at 10 cpi</li> <li>• Input Buffer - 32 Kb</li> <li>• Emulation - Epson FX / Pritronix</li> <li>• Interface - Serial RS 232 C and Centronics Parallel (Both active simultaneously)</li> <li>• Character Fonts Draft / Data Processing</li> <li>• Printing Direction - Bi-Directional</li> <li>• Graphic Printing - Through Page Segmentation Architecture</li> </ul>

ITEM	EXPECTED MINIMUM CONFIGURATION
	<ul style="list-style-type: none"> <li>• Paper Format - Continuous 4" to 16" in width and 0.3' to 17" in length with tear off function</li> <li>• Paper Handling One or more Flat Tractors paper handling with Electronic Micro-feed adjustments</li> <li>• Copy Capability Original + 5</li> <li>• Baud rate - 2400/4800/9600/19200 BPS</li> <li>• Multilingual Printing Capability</li> <li>• Inbuilt ASCII and ISCII codes free with the Line Printer</li> </ul>
<p><b>Scanner</b> (Category: 'Super A', A, B, C, D)</p>	<ul style="list-style-type: none"> <li>• Resolution - 4800 x 4800 dpi (optical)</li> <li>• Colour depth - 48 bit</li> <li>• Letter, legal, executive, statement, A4, A5, B5</li> <li>• Scan speed - 29 sec for 4 x 6-inch photo to Microsoft Word, 40 sec for OCR, 31 sec for 4 x 6-inch photo to e-mail</li> <li>• Scaling - 10 to 2000% in 1% increments</li> </ul>
<p><b>Fast Ethernet LAN Switch</b> (Tehsil Center) (Category: 'Super A', A)</p>	<ul style="list-style-type: none"> <li>▪ 24 10/100 Auto-sensing Full Duplex ports plus two 10/100/1000BaseT ports</li> <li>▪ Forwarding bandwidth of at least 8.8 Gbps, and 64-byte packets forwarding rate of 6 Mpps (minimum).</li> <li>▪ Should support RADIUS and TACACS+.</li> <li>▪ Should be manageable via SNMP, Embedded Web Management, CLI, RMON.</li> <li>▪ Should support features that provide Bandwidth Optimisation and Network Security (traffic filtering at Layer 2, Layer 3, 802.1x, SSHv2, SNMPv3, Port Security, MAC Address Notification).</li> <li>▪ Should be configurable upto 8000 MAC addresses.</li> <li>▪ Should support 64 VLANs.</li> <li>▪ Should have QoS features including minimum 4 egress queues per port, and features to control broadcast, unicast storms, and multicast on a per-port basis.</li> <li>▪ 19" Rack mounted with rack mounting kit.</li> </ul>
<p><b>Fast Ethernet LAN Switch</b> (Tehsil Center) (Category: B, C, D)</p>	<ul style="list-style-type: none"> <li>▪ 8 10/100 Auto-sensing Full Duplex ports plus one 10/100/1000BaseT ports</li> <li>▪ Forwarding bandwidth of at least 8.8 Gbps, and 64-byte packets forwarding rate of 6 Mpps (minimum).</li> <li>▪ Should support RADIUS and TACACS+.</li> <li>▪ Should be manageable via SNMP, Embedded Web Management, CLI, RMON.</li> </ul>

ITEM	EXPECTED MINIMUM CONFIGURATION
	<ul style="list-style-type: none"> <li>▪ Should support features that provide Bandwidth Optimisation and Network Security (traffic filtering at Layer 2, Layer 3, 802.1x, SSHv2, SNMPv3, Port Security, MAC Address Notification).</li> <li>▪ Should be configurable upto 8000 MAC addresses.</li> <li>▪ Should support 64 VLANs.</li> <li>▪ Should have QoS features including minimum 4 egress queues per port, and features to control broadcast, unicast storms, and multicast on a per-port basis.</li> <li>▪ 19" Rack mounted with rack mounting kit.</li> </ul>
<p><b>Router</b> (at option of PLRS) (Category: 'Super A', A, B, C, D)</p>	<ul style="list-style-type: none"> <li>▪ Router with modular architecture, RISC processor, at least Two WAN ports (Serial operable upto 2mbps), One 10/100 BaseT Ethernet port</li> <li>▪ Must have one console port and one auxiliary port</li> <li>▪ Must have forwarding performance of 12,000 PPS or higher.</li> <li>▪ Must support IPv6</li> <li>▪ The router must have security features such as data encryption, tunnelling, and user authentication and authorization for access. The router must support firewall features, java blocking, denial of service protection, intrusion detection, audit trails, and Advanced Encryption Standard (AES).</li> <li>▪ Must have the ability to store multiple configurations on the Flash memory. The router must support Boot ROM upgrade via local console and TFTP download. Must have RADIUS/TACAS+ and Kerberos. Must have SSH, DHCP, NTP, and MLPPP. The router must have 3DES encryption.</li> <li>▪ Must support the following routing protocols - Static routing, RIP v1, RIP v2, OSPF, BGP4, IPv6, IGMP v3, Protocol Independent Multicast (PIM).</li> <li>▪ All access routers will be mounted in standard 19" racks. The bidder is required to provide all components required to mount the routers within the racks.</li> </ul>
<p><b>UPS</b> (Category: 'Super A', A, B, C, D)</p>	<p><b>UPS (Online, double conversion)</b></p> <p>The category-wise minimum rated capacity required is mentioned below. Bidder is required to do the load estimation and provide UPS of appropriate output power rating.</p> <p><b>Technical specification of the UPS</b></p> <p><b>Input</b></p> <p>Single phase AC input.</p> <p>Voltage Range: 165 to 265 VAC at 100% load; 145 to 265 VAC at 50% load.</p>

ITEM	EXPECTED MINIMUM CONFIGURATION
	<p>Frequency Range: 47 to 53 Hz  Power Factor: 0.95 to Unity.</p> <p><b>Output</b></p> <p>Single phase AC output.  Voltage: 230 VAC  Voltage Regulation: <math>\pm 2\%</math>  Frequency: 50 Hz <math>\pm 0.2\%</math>  Harmonic Distortion (THD): Less than 4% on linear load; less than 5% on non-linear load.  Waveform: Pure Sine wave  Crest Factor: 3:1  Efficiency (AC/AC): More than 90%.  Power Factor: 0.7 or better  Overload capacity: 125% of rated capacity for at least 1 minute.  Cold start feature  Floor mount with rack mount option</p> <p><b>Management software</b></p> <p>Provide SNMP and Web monitoring. Provide management and monitoring software for Windows 2003 server.</p> <p><b>Test Certificates</b></p> <p>Test certificates (DoE / ERTL / ETDC) for a buyer selected sample of 10% of the supplied UPS are required to be provided before despatch from factory / ware house.</p> <p><b>Battery for UPS with battery rack</b></p> <p>Battery: Sealed Maintenance Free Battery  Battery Rack: Provide as required for housing all the batteries.  Battery Backup time: At least 20 minutes backup on full load.  Provide details about number, AH, &amp; VAH rating of batteries. Also provide calculation for estimation of battery backup duration.</p> <p><b>Battery Charger</b></p> <p>Charger: Built in solid state float-cum-boost charger with automatic boost/ trickle charge modes with current limiting features.  Transfer Time: No break</p> <p><b>General</b></p> <p>Operating Temperature: 0 to 40 °C  Indicators: Mains ON, Inverter ON/OFF/Faulty, Battery Level, Static Bypass ON, Load Level  Meters: Metering panel OR on-line metering for all standard parameters.  Audible Alarms: Mains Failure Alarm, Low Battery Alarm, and Overload Alarm</p>



ITEM	EXPECTED MINIMUM CONFIGURATION
	<p>Protection: Electronic protection for device safety backed with MCBs / MCCBs / fast acting fuses. High speed pulse blanking, electronic over voltage and under voltage protection, over temperature protection.</p> <p><b>Features</b></p> <p>Communication Interface: Ethernet port for SNMP interface.</p> <p>Microprocessor controlled design</p> <p>PWM Technology with IGBTs</p> <p><b>Rated Capacity (output power rating):</b> Super A category = 13KVA, A category = 9KVA, B category = 6KVA, C category = 5KVA, D category = 4 KVA</p>
<p><b>Chairs for Employees</b> (Category: 'Super A', A, B, C, D)</p>	<p>Castored, ergonomic with contoured &amp; padded seat &amp; backrest, backrest angle adjustment, handrests, 360 degree swivel, Back Size: 22"H x 19"W Seat Size: 18"D x 20"W</p>
<p><b>Chairs for citizen</b> (Category: 'Super A', A, B, C, D)</p>	<p>Metal Perforated 3seater/4seater, ergonomic, adjustable glide screw under leg support for floor leveling, perforated metal seat and back fabrication, epoxy-polyester coated</p>
<p><b>Token Generator &amp; Display system</b> (Category: 'Super A', A, B, C, D)</p>	<ul style="list-style-type: none"> <li>▪ Micro controller based 5 digits display system (3 digits for token no. and 2 digits for counter no.)*</li> <li>▪ Large sized 3.5 inches high RED LED Displays (should be visible from 100 feet distance)</li> <li>▪ Display Board size: 25 inches Length x 6 inches Breadth x 1.5 inches thick</li> <li>▪ Control Unit size : 9 inches Length x 8 inches Breadth x 4 inches thick</li> <li>▪ Interconnecting cable between display and control: 14 core cable with 'D' connectors.</li> <li>▪ Interconnecting cable required between control and counter switches :2 core single pair cable</li> <li>▪ Switches for counters : Any push button / Call Bell switch (No. of switches should be equal to number of counters)</li> <li>▪ Selectable musical tones</li> <li>▪ Provision to connect two or more displays in parallel to show the same information at more than one place simultaneously.</li> </ul> <p>* <b>Note:</b> When any of the counter switches is pressed, the display should show the incremented token number along with respective counter number.</p>

ITEM	EXPECTED MINIMUM CONFIGURATION
<b>Electric Generator system</b> (Category: 'Super A', A, B, C, D)	<ul style="list-style-type: none"> <li>▪ <b>Continuous Output:</b> Super A category = 30KVA, A category = 20KVA, B category = 15KVA, C category = 12.5 KVA, D category = 10 KVA</li> <li>▪ CPCB approved (attach certificate)</li> <li>▪ Auto start</li> <li>▪ Engine ratings as per IS 10000/BS5514</li> <li>▪ High fuel efficiency and rapid starting</li> </ul> <p>Sound Proof Canopy with following features:</p> <ul style="list-style-type: none"> <li>▪ Inside light for illumination</li> <li>▪ Lockable-Hinged doors on either side for easy access</li> <li>▪ Anti-corrosion treatment and rust proof epoxy painted</li> <li>▪ Good quality Rockwool used as per IS8183 standards</li> </ul>
<b>LAN Cabling</b> (Category: 'Super A', A, B, C, D)	CAT6 structured cabling (TIA 568B) with all the requisite components with 20 years site certification from OEM and 7 feet patch cord at desktop end. Industry standard rack
<b>Power Cabling</b> (Category: 'Super A', A, B, C, D)	ISI certified components of requisite rating
<b>Backup Device</b> (Category: 'Super A', A, B, C, D)	
<b>Rack</b> (Category: 'Super A', A, B, C, D)	19 inches industry standard rack

In view of business criticality the equipment supplied should meet the following requirements (as per IDC-India July-September 2005 survey)

- (i) **Tehsil Server** : Any of the top 3 brands in terms of market share.
- (ii) **Router & Switches** : Any of the top 3 brands in terms of market share.
- (iii) **Desktop PCs** : Any of the top 5 brands in terms of market share.
- (iv) **Printer** : Any of the top 3 brands in terms of market share.
- (v) **UPS** : Any of the top 5 brands in terms of market share.

Necessary documentary proof for the above shall be provided along with the bid.

**Note:** Bidder must note that the tables given above list the minimum configuration of equipment to be deployed. Bidder is required to suitably add on to the mentioned configuration based on scope of work and services to be delivered. Comprehensive Onsite Maintenance and/or Maintenance Management of all hardware and software listed above shall be the responsibility of the Bidder. The hardware specifications may be updated/modified/changed by the State/PLRS at its own discretion before the final version of RFP is issued.

## ANNEXURE 4 – RESOURCE REQUIREMENT

Citizen Service Centre Equipment Quantities for various categories of Tehsils / Sub-Tehsils

S.No.	Equipment	'Super A'	A	B	C	D
<b>Registration</b>						
1.	Server	1	1	1	1	1
2.	Switch	1	1	1	1	1
3.	Router (at option of PLRS)	1	1	1	1	1
4.	Laser Printer	3	2	1	1	1
5.	PC with single monitor (for counters)*	4	3	2	1	0.5**
6.	Digital Camera	2	1	1	1	1
7.	Biometric fingerprint Devices	5	4	3	2	1+0.5**
8.	Scanner	3	2	1	1	1
9.	Deed Writer Terminal (at option of PLRS)	18	8	4	2	1
10.	UPS	1	1	1	1	1
11.	Token Generation System	1	1	1	1	1
12.	CD Cabinet	1	1	1	1	1
13.	Chairs for Employees	6	5	4	3	2
14.	Chairs (3 seater) for Citizens	30	20	15	10	5
15.	Generator	1	1	1	1	1
<b>Land Records</b>						
1.	PC with single monitor (for revenue staff)	3+ 1 per Kanungo	2+ 1 per Kanungo	1+ 1 per Kanungo	1+ 1 per Kanungo	0.5** + 1 per Kanungo
2.	Biometric Devices	3 + 1 per Kanungo	2 + 1 per Kanungo	1+ 1 per Kanungo	1+ 1 per Kanungo	0.5** + 1 per Kanungo
3.	Plotter	1 per Division				
4.	Dot Matrix Printer	3	2	1	1	1
5.	Line Matrix Printer	1 per District				

S.No.	Equipment	'Super A'	A	B	C	D
6.	Colour Inkjet Printer	1	1	1	1	1
7.	Chairs for Employees	3 + 1 per Kanungo	2 + 1 per Kanungo	1+ 1 per Kanungo	1+ 1 per Kanungo	1+ 1 per Kanungo

\*\* 0.5 = A Common PC/Biometric is provisioned for both, Land Records and Registration of documents.

\*These PCs are for only BOOT Operator staff.

The PCs for Sub-Registrar Officers and Registry Clerks are as follows:

Equipment	'Super A'	A	B	C	D
<b>Registration (PCs with single monitor)</b>					
PC with single monitor for SROs	1	1	1	1	1
PC with single monitor for RCs	2	2	1	1	1

#### **Operatons Staff requirements at Citizen Service Centres for various categories of Tehsils / Su4b-Tehsils**

S.No.	Manpower	'Super A'	A	B	C	D
<b>Registration</b>						
1	Helpdesk /Data Entry Operator	4	3	2	1	0.5
<b>Land Records</b>						
1	Data Entry Operator	3	2	1	1	0.5
2	Back Office Operator	1	1	1	1	1

#### **Division / District wise resources**

Role	Numbers
<b>Manpower</b>	
Project Manager	One per Division
Project Supervisor	One per "two districts"
IT Support Staff	1.2 per District

In case all the three divisions are awarded to a single bidder the bidder will appoint a state level nodal representative apart from three division level Project Managers.

The Government will be providing following technical staff for the successful execution of the project.

Location	Database Administrator
State Head Quarter	1
FCR Office	1
Per "A" Category Citizen Service Center	1 each (if required)

Bidder must note that the tables above list the minimum configuration and minimum no. of resources to be deployed. The hardware equipments with configuration available with the Deputy Commissioners of the State are listed in the following pages. The bidder may inspect the above said equipment at the sites and make a decision to either use the available equipment or purchase new equipment in case the existing equipment does not meet the requirements. Bidder is required to add more types/categories of resources based on scope of work and services to be delivered. Also, bidder is required to undertake computations (based on transaction load and SLA requirements etc.) to arrive at optimum numbers/quantities) for various categories of resources.

## ANNEXURE 5A – RECORD STATISTICS

DIVISION	Tehsil / Sub-tehsil	Kanungo	Patwar Circles	Villages	Khewats	Khataunis	Khasras	Total No. of pages of all current Jamabandi Registers	Total No. of pages of all current Girdawari Registers	No. of current mutations as on March 05	Avg. no. of Mutations per annum	Total No. of pages of all Roznamcha Waqiyati for current Jamabandi (Daur)	Musavis	Nakals of all kind including Jamabandi, Girdawari, Mutation, Aksh Shajra in Tehsil or Sub Tehsil	Avg. No. of pages per Nakal	
JALANDHAR	<b>JALANDHAR</b>															
	Jalandhar-1	4	38	99	34399	47219	143444	44060	28982	44098	11019	16244	679	13180	2	
	Adampur	3	30	68	21911	30067	101560	19053	14447	4765	1331	8351	442	4253	2	
	Jalandhar-2	3	32	100	26234	35327	106943	31180	21454	28618	9779	13626	791	10762	2	
	Bhogpur	3	30	93	23171	29425	105477	20301	15927	1838	1950	19210	697	6369	3	
	Kartarpur	3	27	73	14900	21291	73823	15742	11202	3419	1085	9624	626	4441	2	
	Shahkot	5	58	183	45228	61577	195575	42336	30952	10319	2975	18544	842	15208	2.24	
	Nakodar	7	66	147	60497	80167	230300	56622	37335	9163	3419	16368	636	12772	2.16	
	Phillaur	4	40	85	29516	39780	147864	28657	18713	6966	1945	2820	297	7492	2	
	Goraya	3	30	61	26906	35338	96160	21606	17757	4309	1974	5438	246	5253	2	
	Noormahal	4	43	96	36716	44790	134536	34056	20631	7045	2174	20784	465	8949	2	
	<b>Sub-Total</b>	<b>39</b>	<b>394</b>	<b>1005</b>	<b>319478</b>	<b>424981</b>	<b>1335682</b>	<b>313613</b>	<b>217400</b>	<b>120540</b>	<b>37651</b>	<b>131009</b>	<b>5721</b>	<b>88679</b>		
	<b>GURDASPUR</b>															
	Gurdaspur	5	47	221	37702	62673	183561	15768	16768	7882	1970	5370	1976	10499	2	
	Kahnuwan	3	29	119	21319	38698	116509	13672	14526	5536	1525	4350		4552	2	
	Kalanaur	2	24	116	15102	33281	102403	8646	14773	2602	1057	3600		2905		
	Dinanagar	3	29	125	24363	38930	110773	11305	13433	2059	171	12289		9982	2	
	Nushera Maza Singh	2	19	62	11855	26045	71840	8873	9866	2864	1034	1050		3147	2	
	Dhariwal	2	20	81	15734	27546	73028	8785	9553	3885	898	3000		3678	2	
	Pathankot	6	60	297	50283	84284	257622	31288	32607	18993	6029	28757	1609	16212	1	
	Narot Jaimal Singh	1	11	73	5798	11904	41513	4249	5133	94	547	408		3639	1	
	Bamial	1	5	24	1320	3109	13544	1377	1591	412	120	750		583	2	
	Batala	4	40	145	24561	57750	160192	21534	22058	10209	666	12360	1817	7224	3	
	Sri Hargobinpur	3	31	94	16055	37218	106238	12625	14202	14499	1436	10440		4263	3	
	F.Garh Churrian	2	20	62	10256	24447	76285	8188	10212	3273	836	3806		2665	2	
	Qadian	3	30	74	16756	41551	113297	11857	14481	6416	212	4789		6376	2	
	Dera Baba Nanak	4	39	123	20398	46815	130509	15444	20334	5073	423	15050	100	2823	2	
Dhar Kalan	2	22	27	9356	15428	69478	7817	8965	1606	249	2250	688	1284	2		

## Computerisation of Registration and Land Records in the State of Punjab

## TECHNICAL SCOPE OF WORK

DIVISION	Tehsil / Sub-tehsil	Kanungo	Patwar Circles	Villages	Khewats	Khataunis	Khasras	Total No. of pages of all current Jamabandi Registers	Total No. of pages of all current Girdawari Registers	No. of current mutations as on March 05	Avg. no. of Mutations per annum	Total No. of pages of all Roznamcha Waqiyati for current Jamabandi (Daur)	Musavis	Nakals of all kind including Jamabandi, Girdawari, Mutation, Aksh Shajra in Tehsil or Sub Tehsil	Avg. No. of pages per Nakal
	<b>Sub-Total</b>	<b>43</b>	<b>426</b>	<b>1643</b>	<b>280858</b>	<b>549679</b>	<b>1626792</b>	<b>181428</b>	<b>208502</b>	<b>85403</b>	<b>17173</b>	<b>108269</b>	<b>6190</b>	<b>79832</b>	
	<b>NAWANSHAHAR</b>														
	Nawanshahr	9	82	178	58614	79114	247149	34810	39417	11216	2688	46118	262	14631	4
	Banga	4	45	110	41468	57702	158574	27594	25713	7550	2048	62831		14541	3
	Balachaur	5	48	186	44189	59886	215535	21843	32759	9826	3404	7200	161	14119	2
	<b>Sub-Total</b>	<b>18</b>	<b>175</b>	<b>474</b>	<b>144271</b>	<b>196702</b>	<b>621258</b>	<b>84247</b>	<b>97889</b>	<b>28592</b>	<b>8140</b>	<b>116149</b>	<b>423</b>	<b>43291</b>	
	<b>AMRITSAR</b>														
	Amritsar-1	4	41	86	43269	80682	139419	25612	23185	70677	23523	3955	383	18374	2
	Majitha	2	22	63	20131	35463	98138	11250	10736	4561	1556	3192	70	9357	2
	Amritsar-11	4	40	75	45660	80135	159930	26105	20763	54091	16217	1850	363	18186	2
	Attari	2	20	48	9541	24490	68947	7946	10604	3198	1056	998	62	5785	2
	Baba Bakala	4	41	102	47130	93705	139072	17618	22029	10021	2398	6774	100	7212	2
	Tarsikka	2	20	55	18018	34823	85467	9943	11497	4205	1402	2782	55	3514	2
	Ajnala	7	73	213	57102	153461	239248	43247	51247	13069	4994	5724	833	15899	2
	Ramdass	2	20	58	10282	22314	55872	7642	7151	1986	501	1150	290	2247	6
	Lopoke	3	31	76	24574	51160	124251	14899	15352	5312	1803	4650	380	18020	3
	Tarn Taran	4	39	106	25048	66514	168600	23167	23857	14403	4855	3076	277	8346	3
	Chabhal Kalan	3	29	58	14508	44168	126631	13485	15946	7428	2509	1553	174	9822	3
	Chohla Sahib	2	20	36	10874	33313	90227	10105	10126	3918	1275	3270	221	2683	3
	Patti	4	43	96	29491	76873	226281	26431	32721	13259	4419	2763	786	9972	2.5
	Khem Karan	3	27	49	14636	39029	129198	12732	17468	6441	2147	1765	471	4819	3
	Bhikhiwind	3	28	52	21422	52940	144094	15368	19860	8526	2842	1475	502	4596	3
	Khadur Sahib	3	25	66	12746	32799	96711	9937	9671	4421	1473	1215	42	5711	2
	Goindwal Sahib	1	13	30	5448	18007	4560	5808	4105	3435	1076	769	29	2706	1
	<b>Sub-Total</b>	<b>53</b>	<b>532</b>	<b>1269</b>	<b>409880</b>	<b>939876</b>	<b>2096646</b>	<b>281295</b>	<b>306318</b>	<b>228951</b>	<b>74046</b>	<b>46961</b>	<b>5038</b>	<b>147249</b>	
	<b>KAPURTHALA</b>														
	Kapurthala	5	53	202	43198	71273	209213	33436	31913	17912	4536	4061	202	16937	2
	Dhilwan	2	21	61	18065	28049	78532	12506	11691	2492	48	1286	542	3323	2
	Sultanpur Iodhi	5	52	215	36987	67231	178424	27667	29181	8711	2436	3485	833	10797	1.79
	Phagwara	3	28	116	35221	50195	144004	23852	22226	17234	4945	2379	213	8383	2
	Bholath	3	30	107	26696	42513	115586	16808	16384	6325	2586	1768	444	6536	1.4



## Computerisation of Registration and Land Records in the State of Punjab

## TECHNICAL SCOPE OF WORK

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	<b>Sub-Total</b>	<b>18</b>	<b>184</b>	<b>701</b>	<b>160167</b>	<b>259261</b>	<b>725759</b>	<b>114269</b>	<b>111395</b>	<b>52674</b>	<b>14551</b>	<b>12979</b>	<b>2234</b>	<b>45976</b>	
	<b>HOSHIARPUR</b>														
	Hoshiarpur	11	110	337	94619	138540	347307	47174	55150	25420	7466	22525	337	25030	2
	Bhunga	3	27	92	22003	27862	113383	13966	14999	4288	1351	5556	92	6223	2
	Dasuya	4	42	180	38395	51273	180089	22818	28822	3816	2892	19163	180	11000	2
	Tanda	4	47	133	43758	58786	171147	17289	25026	6830	2823	2324	133	10153	2
	Garhdiwala	3	27	91	19803	27102	95421	9616	13884	2839	1310	10823	91	4058	2
	Garshankar	6	61	176	52524	77768	233504	27489	35704	11326	3898	9150	176	11582	2
	Mahilpur	4	42	126	34807	45820	143922	16224	19566	5137	1757	1421	126	7162	2
	Mukerian	4	37	180	32346	47381	153165	18947	23913	7397	2465	4537	180	10480	2
	Talwara	3	32	134	30471	47158	182776	19325	26243	7862	2621	3832	134	6424	2
	<b>Sub-Total</b>	<b>42</b>	<b>425</b>	<b>1449</b>	<b>368726</b>	<b>521690</b>	<b>1620714</b>	<b>192848</b>	<b>243307</b>	<b>74915</b>	<b>26583</b>	<b>79331</b>	<b>1449</b>	<b>92112</b>	
	<b>PATIALA</b>														
	Patiala	7	69	271	49130	108600	273247	36958	46373	89012	11868	10170	978	35692	2.7
	Dhudhan Sadhan	2	20	96	9112	23245	71779	8877	11115	8524	1137	8688	474	5145	1.34
	Rajpura	4.7	47	184	35849	61914	201795	23719	29113	39649	5297	22022	905	13892	1.65
	Ghanaur	2.3	23	94	11335	22896	88624	7148	14105	9422	981	9245	326	4697	1.62
	Nabha	4	39	131	25576	51012	181085	18029	25292	17581	2157	15310	664	9671	2
	Bhdson	1	10	44	6297	12607	46818	5024	6400	5768	824	4662	230	2747	2
	Samana	3	31	93	24368	48548	178340	18237	29679	27928	3455	13210	760	9090	2
	Patran	2	20	49	15261	34649	120338	9662	18292	19663	2556	8445	502	6983	2
	Dera Bassi	3	36	154	22703	43348	159912	16649	19454	49226	6435	14137	714	6160	1.25
	<b>Sub-Total</b>	<b>29</b>	<b>295</b>	<b>1116</b>	<b>199631</b>	<b>406819</b>	<b>1321938</b>	<b>144303</b>	<b>199823</b>	<b>266773</b>	<b>34710</b>	<b>105889</b>	<b>5553</b>	<b>94077</b>	
	<b>LUDHIANA</b>														
	Ludhiana (E)	3	30	88	38053	48945	137004	22500	27988	21432	19304	1346	830	50351	2
	Koom Kalan	2	21	81	16862	23107	87285	8037	10383	1922	840	905	823	4920	3.5
	Dehlon	2	20	41	22323	26818	82769	9580	11445	7386	1957	4592	494	4238	2
	Ludhiana(W)	6	56	121	64528	77955	226264	40008	32423	77810	27164	6087	957	25900	2.4
	Mullanpur Dakha	2	18	27	20673	24720	72552	9141	11141	5494	1966	701	255	5536	2.5
	Jagraon	7	72	79	69345	79549	264432	31904	40755	18147	4702	54000	67	13850	3
	SidhwanBet	3	30	63	18458	24728	98452	9086	14744	4468	1579	22500	59	5640	2
	Samrala	4	37	108	35873	43591	153423	16665	24118	9918	3949	7824	518	6286	2

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## TECHNICAL SCOPE OF WORK

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	Machhiwara	2	22	95	13465	19408	67172	7430	10876	5891	2250	4482	382	4076	1.26
	Khanna	3	26	76	26831	35262	93902	11535	13664	14744	5328	5222	402	6095	5.54
	Payal	3	38	71	26903	34166	103235	11963	15416	10597	2774	6150	101	5567	2
	Maloud	2	17	42	18282	22464	70656	7440	10214	3963	1341	7662	482	3600	1.74
	Raikot	5	54	77	55959	66107	224767	2334	31650	9979	2057	2519	163	10740	2
	<b>Sub-Total</b>	<b>44</b>	<b>441</b>	<b>969</b>	<b>427555</b>	<b>526820</b>	<b>1681913</b>	<b>187623</b>	<b>254817</b>	<b>191751</b>	<b>75211</b>	<b>123990</b>	<b>5533</b>	<b>146799</b>	
	<b>SANGRUR</b>														
	Sangrur	4	35	62	30775	49461	134850	20196	19855	12279	4303	14699	537	14075	3
	Bhawanigarh	2	18	54	13018	23764	81333	9957	12178	7928	1841	7755	0	3661	3
	Longowal	1	9	12	8163	12354	49189	5446	7891	2565	587	4673	0	12372	3
	Malerkotla	3	36	118	24630	54920	92281	18038	22045	23163	4517	4459	233	7435	2
	Ahmedgarh	2	17	45	14190	26950	78600	7123	10710	8314	1700	6827	0	3975	2
	Amargarh	1	10	30	7029	11950	23289	3270	3579	1656	452	1532	0	1271	
	Barnala	5	51	60	46423	77264	218923	30798	37503	22352	5501	52259	950	18788	3
	Tapa	3	26	26	18958	33668	120818	13194	20478	8204	2593	7215	0	4331	2
	Bhadaur	2	20	24	16049	29169	111360	11044	17536	4615	1827	4503	0	3773	3
	Dhanaula	2	19	20	14431	25355	97278	8280	15065	6407	1832	8132	0	4572	3
	Sunam	4	39	54	33856	65652	282304	249345	36244	17726	5580	11523	718	11584	2
	Dirba	2	21	43	14821	32920	145557	12284	19329	7265	2260	8254	326	5097	2
	Moonak	1	11	24	7883	17126	64307	6471	10407	9212	1085	4318	816	3125	2
	Lehragaga	1	13	27	10264	22833	92381	7349	12840	6617	2013	4200	0	3310	2
	Khanauri	1	11	24	775	15500	68277	5453	9717	4001	1215	3998	0	2285	2
	Dhuri	3	31	61	25153	39922	140414	17303	14569	10033	3479	6271	165	6593	2
	Sherpur	2	20	35	15250	27545	84760	9692	12170	6364	2017	2968	175	4738	2
	<b>Sub-Total</b>	<b>39</b>	<b>387</b>	<b>719</b>	<b>301668</b>	<b>566353</b>	<b>1885921</b>	<b>435243</b>	<b>282116</b>	<b>158701</b>	<b>42802</b>	<b>153586</b>	<b>3920</b>	<b>110985</b>	
	<b>FATEHGARH SAHIB</b>														
	Fatehgarh Sahib	4	41	175	29503	53992	198815	21655	28585	10914	3495	2994	890	18069	2
	Bassi Pathana	2	21	100	17518	26267	100693	12143	14497	7119	1437	2012	545	6390	2
	Amloh	1	17	78	13233	23932	80724	106016	105815	7493	2397	2395	293	6629	1
	Gobindgarh	1	6	25	7478	11759	31743	2959	2903	4783	2395	886	73	4895	2
	Khamano	3	25	76	19602	25769	84717	11340	14212	12531	2506	1965	381	5495	1
	<b>Sub-Total</b>	<b>11</b>	<b>110</b>	<b>454</b>	<b>87334</b>	<b>141719</b>	<b>496692</b>	<b>154113</b>	<b>166012</b>	<b>42840</b>	<b>12230</b>	<b>10252</b>	<b>2182</b>	<b>41478</b>	

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## TECHNICAL SCOPE OF WORK

DIVISION	Tehsil / Sub-tehsil	Kanungo	Patwar Circles	Villages	Khewats	Khataunis	Khasras	Total No. of pages of all current Jamabandi Registers	Total No. of pages of all current Girdawari Registers	No. of current mutations as on March 05	Avg. no. of Mutations per annum	Total No. of pages of all Roznamcha Waqiyati for current Jamabandi (Daur)	Musavis	Nakals of all kind including Jamabandi, Mutation, Aksh Shajra in Tehsil or Sub Tehsil	Avg. No. of pages per Nakal	
ROOPNAGAR	Ropar	4	39	178	32614	43035	144888	21154	21107	8747	3230	7822	902	7286	2	
	Chamkaur Sahib	3	30	122	23176	30979	101529	13940	15341	8570	2183	4279	692	6095	2	
	Morinda	3	25	73	19731	25575	76443	12880	11754	3938	2543	1525	379	6105	2	
	Kharar	3	35	116	30448	40084	105067	21174	19179	15899	4016	1688	620	7221	2	
	Majri	3	30	84	27567	38994	118564	15708	18677	8148	2749	4050	425	7702	2	
	Anandpur Sahib	1	12	61	14593	19870	77633	9110	11639	3016	1104	1002	244	4273	2	
	Nangal	2	20	82	26772	37557	111211	17209	17425	4510	1648	2047	328	4826	2	
	NurpurBedi	3	24	108	29083	39313	15141	19256	25929	7216	2395	5193	452	7637	2	
	Mohali	3	26	82	17537	20783	10419	86170	3689	11765	1353	1495	472	9712	2	
	<b>Sub-Total</b>	<b>25</b>	<b>241</b>	<b>906</b>	<b>221521</b>	<b>296190</b>	<b>760895</b>	<b>216601</b>	<b>144740</b>	<b>71809</b>	<b>21221</b>	<b>29101</b>	<b>4514</b>	<b>60857</b>		
FEROZPUR	Ferozpur	4.5	47	206	40268	92823	308356	65907	83162	24475	5304	39484	1730	6989	2.17	
	Talwandi Bhai	1.5	10	32	10435	19057	71939	14503	18883	6704	335	8735	305	3102	2	
	Mamdot	2	16	112	15534	34490	105281	26018	29012	7214	1920	14352	715	3685	1.75	
	Zira	4	38	138	34035	63131	234454	43927	57415	11657	4207	24925	687	9588	3	
	Makhu	1	13	87	9476	20350	70854	15323	18758	5174	1536	11973	291	3035	3	
	Fazilka	4	40	112	39976	73698	28625	44884	50810	12447	4835	23160	1239	18800	2.1	
	Arniwala Shekh Subhan	2	20	37	20361	363889	142878	24552	23436	4650	1641	128478	534	7052	2.41	
	Abohar	4	36	43	35139	64054	262121	42938	77629	14791	4678	17987	799	20503	2	
	Khuian Sarvar	2	19	20	13637	25795	111999	16288	32322	3266	890	8010	361	5558	5	
	Sittogunno	1	9	13	6211	13262	64972	7957	11564	1436	494	2001	228	4009	3	
	Jalalabad	3	28	134	31615	69421	200234	35871	32341	11282	4524	40128	1108	14720	1.5	
	Guru Har Sahay	2	22	83	22274	48298	139809	23930	27481	6688	2764	34877	656	11070	1.5	
	<b>Sub-Total</b>	<b>31</b>	<b>298</b>	<b>1017</b>	<b>278961</b>	<b>888268</b>	<b>1741522</b>	<b>362098</b>	<b>462813</b>	<b>109784</b>	<b>33128</b>	<b>354110</b>	<b>8653</b>	<b>108111</b>		
	MOGA	Moga	6	60	84	66959	101420	309983	32558	38314	20019	5890	10929	2618	22157	2
		Dharmkot	4	43	150	48418	79185	251830	49379	40563	24772	4724	16869	0	20517	2.89
		NihalSingh Wala	3	26	31	25344	40789	129393	12563	16393	8026	2698	5428	0	6316	2
Badhni Kalan		1	9	9	9528	13224	45050	3995	5323	1740	713	1373	0	1589	2	
Baghapurana		5	51	56	36285	69969	262016	22454	31684	13727	4913	10272	0	11714	2	

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	<b>Sub-Total</b>	<b>19</b>	<b>189</b>	<b>330</b>	<b>186534</b>	<b>304587</b>	<b>998272</b>	<b>120949</b>	<b>132277</b>	<b>68284</b>	<b>18938</b>	<b>44871</b>	<b>2618</b>	<b>62293</b>	
	<b>MUKATSAR</b>														
	Mukatsar	3	25	53	24888	48716	195672	16907	25958	14459	3830	6542	878	9395	2
	Lakhewali	1	7	15	7534	14043	71844	4586	7918	1564	453	2630	200	2351	1.5
	Bariwala	1	9	29	9645	20087	88352	6270	9424	3830	1012	2648	293	3994	2
	Malout	3	26	52	35248	64919	235185	19796	29878	188029	4086	17125	52	15201	3
	Lambi	2	21	39	21699	42408	163901	13168	18588	65214	2927	3150	39	8027	3
	Gidderbaha	2	23	36	29950	58937	199258	19618	23220	12398	3381	8559	591	9264	4
	Doda	1	8	12	11204	21100	76067	6332	8942	3369	943	2875	202	2774	3
	<b>Sub-Total</b>	<b>13</b>	<b>119</b>	<b>236</b>	<b>140168</b>	<b>270210</b>	<b>1030279</b>	<b>86677</b>	<b>123928</b>	<b>288863</b>	<b>16632</b>	<b>43529</b>	<b>2255</b>	<b>51006</b>	
	<b>FARIDKOT</b>														
	Faridkot	3	35	82	21070	26983	151293	15734	22219	16556	3414	18620	51	13996	4.83
	Sadiq	1	10	27	5097	7829	23628	3874	5490	3025	787	700	0	5217	2
	Kotkapura	2	18	21	14247	31037	72377	9032	12688	11720	2600	6298	61	7169	1.9
	Jaitu	2	25	41	15499	39506	114257	10624	15242	7238	2858	7209	0	6519	2.23
	<b>Sub-Total</b>	<b>8</b>	<b>88</b>	<b>171</b>	<b>55913</b>	<b>105355</b>	<b>361555</b>	<b>39264</b>	<b>55639</b>	<b>38539</b>	<b>9659</b>	<b>32827</b>	<b>112</b>	<b>32901</b>	
	<b>MANSA</b>														
	Mansa	4	42	69	32202	68935	275718	20594	46098	15240	6160	14758	1038	13745	1.66
	Bhikhi	1	9	16	7422	17056	69601	5145	9543	3310	1199	2008	226	2805	2.35
	Budlada	3	29	65	25504	53027	208987	15569	28599	10690	3384	13151	812	8559	1.82
	Breta	1	11	23	8538	20408	73309	5478	10143	4015	1740	5993	295	4218	2.06
	Sardulgarh	3	23	42	14801	35187	154461	10579	20036	7903	2454	7398	867	6766	1.4
	Jhunir	1	12	29	6667	17493	71991	5309	10928	1543	1044	2782	0	2873	1.19
	<b>Sub-Total</b>	<b>13</b>	<b>126</b>	<b>244</b>	<b>95134</b>	<b>212106</b>	<b>854067</b>	<b>62674</b>	<b>125347</b>	<b>42701</b>	<b>15981</b>	<b>46090</b>	<b>3238</b>	<b>38966</b>	
	<b>BHATINDA</b>														
	Bhatinda	4	42	78	33321	103500	271038	39250	47316	1729	17309	6300	1547	18910	3
	Nathana	2	18	33	25280	42102	133382	16398	20361	159	5044	2700		7737	3
	Sangat	1	11	18	6376	16721	62628	8341	10016	159	2181	1650		3133	3
	Rampura Phul	4	40	60	35425	70304	250881	20173	34873	18508	6024	11744	767	9756	3
	Bhagta Bhai Ka	1	11	18	10588	20716	59846	5224	9235	6612	1323	4592		3011	3

DIVISION	Tehsil / Sub-tehsil	Kanungo	Patwar Circles	Villages	Khewats	Khataunis	Khasras	Total No. of pages of all current Jamabandi Registers	Total No. of pages of all current Girdawari Registers	No. of current mutations as on March 05	Avg. no. of Mutations per annum	Total No. of pages of all Roznamcha Waqiyati for current Jamabandi (Daur)	Musavis	Nakals of all kind including Jamabandi, Girdawari, Mutation, Aksh Shajra in Tehsil or Sub Tehsil	Avg. No. of pages per Nakal
	Talwandi Sabo	3	28	59	22719	58469	253113	17065	37025	10306	4123	12002	810	11749	3
	Maur	1	13	32	10559	25036	103751	7871	16099	6490	2345	4344		3869	3
	<b>Sub-Total</b>	<b>16</b>	<b>163</b>	<b>298</b>	<b>144268</b>	<b>336848</b>	<b>1134639</b>	<b>114322</b>	<b>174925</b>	<b>43963</b>	<b>38349</b>	<b>43332</b>	<b>3124</b>	<b>58165</b>	
	<b>STATE TOTAL</b>	<b>461</b>	<b>4593</b>	<b>13001</b>	<b>3822067</b>	<b>6947464</b>	<b>20294544</b>	<b>3091567</b>	<b>3307248</b>	<b>1915083</b>	<b>497005</b>	<b>1482275</b>	<b>62757</b>	<b>1302777</b>	

There can be seasonal variations in the number of nakal transactions and the bidder is advised to take the same into account.

## ANNEXURE 5B – REGISTRATION SYSTEM TRANSACTION STATISTICS

DIVISION	Tehsil / Sub-tehsil	Avg. No. of Registrations per annum	
<b>JALANDHAR</b>	<b>JALANDHAR</b>		
	Jalandhar 1	16273	
	Adampur	1573	
	Jalandhar11	10568	
	Kartarpur	1574	
	Bhogpur	2114	
	Phillaur	2887	
	Nurmahal	3285	
	Goraya	2126	
	Nakodar	4591	
	Shahkot	4608	
	<b>Sub-Total</b>	<b>49599</b>	
	<b>KAPURTHALA</b>		
	Kapurthala	6622	
	Dhilwan	1350	
	Sultanpur Lodhi	3577	
	Phagwara	6305	
	Bhulath	3000	
	<b>Sub-Total</b>	<b>20854</b>	
	<b>HOSHIARPUR</b>		
	Hoshiarpur	10004	
	Bhunga	2274	
	Dasuya	3641	
	Tanda	3724	
	Garhdiwala	1643	
	Garhshankar	4100	
	Mahilpur	2303	
	Mukerian	4476	
	Talwara	1743	
	<b>Sub-Total</b>	<b>33908</b>	
	<b>NAWANSHAHAR</b>		
	Nawan shahr	5898	
	Banga	3014	
	Bala chaur	4746	
	<b>TOTAL</b>	<b>13658</b>	
	<b>AMRITSAR</b>		
	Amritsar 1	19152	
	Majitha	2020	
	Amritsar 11	24152	
Attari	1807		
Baba Bakala	4290		
Tarsikka	1765		
Ajnala	6170		
Ramdas	798		
Lopoke	2254		
Tarn Taran	6635		
Jhabal Kalan	2762		
Chohla Sahib	1800		

DIVISION	Tehsil / Sub-tehsil	Avg. No. of Registrations per annum	
	Patti	6355	
	Khemkaran	2600	
	Bhikhiwind	3351	
	Khadur Sahib	2861	
	Goindwal Sahib	1371	
	<b>Sub-Total</b>	<b>90143</b>	
	<b>GURDASPUR</b>		
	Gurdaspur	5794	
	Kahnuwan	2437	
	Kalanaur	2015	
	Dinanaar	2346	
	Naushehra Majja Singh	1281	
	Dhariwal	1763	
	Pathankot	7808	
	Narot Jaimal Singh	754	
	Bamyal	248	
	Batala	6826	
	Sri Hargobindpur	2224	
	Fatehgarh Churian	1516	
	Qadian	2916	
	Dera Baba Nanak	2816	
	Dharkalan	476	
	<b>Sub-Total</b>	<b>41220</b>	
	<b>PATIALA</b>	<b>PATIALA</b>	
		Patiala	29633
		Dudan Sadhan	2750
Rajpura		9210	
Ghanaur		2489	
Nabha		6382	
Bhadson		1301	
Samana		4989	
Pattran		5637	
Dera Bassi		12319	
<b>Sub-Total</b>		<b>74710</b>	
<b>ROOPNAGAR</b>			
Ropar		4013	
Chamkaur Sahib		2372	
Morinda		2472	
Kharar		7139	
Majri		4084	
Anandpur Sahib		1817	
NurpurBedi		2981	
Nangal		1863	
Mohali		8085	
<b>Sub-Total</b>		<b>34826</b>	
<b>LUDHIANA</b>			
Ludhiana (E)		27766	
Dehlon		2311	
Kum Kalan		2209	
Ludhiana (W)		40324	
Mullanpur Dakha		1923	
Jagraon		7520	
SidhwanBet		2077	
Samrala		4762	
Machhiwara		3225	
Khanna		7862	
Payal		4306	

DIVISION	Tehsil / Sub-tehsil	Avg. No. of Registrations per annum	
	Malaud	2161	
	Raikot	5614	
	<b>Sub-Total</b>	<b>112060</b>	
	<b>SANGRUR</b>		
	Sangrur	5342	
	Bhawanigarh	4242	
	Longowal	1643	
	Malerkotla	5149	
	Ahmedgarh	2748	
	Amargarh	1459	
	Barnala	10538	
	Tapa	3975	
	Bhadaur	2441	
	Dhanaula	2654	
	Sunam	7219	
	Dirba	2838	
	Moonak	1947	
	Lehragaga	2563	
	Khanauri	1396	
	Dhuri	5475	
	Sherpur	2821	
	<b>Sub-Total</b>	<b>64450</b>	
	<b>FATEHGARH SAHIB</b>		
	Fatehgarh Sahib	5577	
	Bassi Pathana	2629	
	Amlah	2630	
	Gobindgarh	2660	
	Khamano	2495	
	<b>Sub-Total</b>	<b>15991</b>	
<b>FEROZPUR</b>	<b>FEROZPUR</b>		
	Ferozepur	8569	
	Mamdot	2702	
	Talwandi Bhai	1787	
	Zira	5298	
	Makhu	1744	
	Fazilka	6392	
	Arniwala Sheikh Subhan	2271	
	Abohar	6301	
	Khuian Sarwar	1075	
	Sito Guno	721	
	Jalalabad	5428	
	Guru Har Sahai	3899	
	<b>Sub-Total</b>	<b>46187</b>	
	<b>MOGA</b>		
	Moga	9972	
	Dharamkot	5749	
	NihalSinghWala	3127	
	Badni Kalan	970	
	Bagha Puran	5750	
	<b>Sub-Total</b>	<b>25568</b>	
	<b>MUKATSAR</b>		
	Mukatsar	5500	
	Lakhewali	675	
	Bariwala	1700	
Malout	5075		
Lambi	2529		



DIVISION	Tehsil / Sub-tehsil	Avg. No. of Registrations per annum
	Gidderbaha	3400
	Doda	1595
	<b>Sub-Total</b>	<b>20474</b>
<b>FARIDKOT</b>	<b>FARIDKOT</b>	
	Faridkot	6000
	Kotkapura	4000
	Sadiq	1300
	Jaitu	3539
	<b>Sub-Total</b>	<b>14839</b>
	<b>BHATINDA</b>	
	Bathinda	18301
	Nathana	4052
	Sangat	1655
	Rampura Phool	7958
	Bhagta Bhai Ka	1761
	Talwandi Sabo	5369
	Maur	2999
	<b>Sub-Total</b>	<b>42095</b>
	<b>MANSA</b>	
	Mansa	9513
	Bhikhi	1578
	Budhlada	4906
	Bareta	2086
	Sardulgarh	3143
Jhunir	1424	
<b>Sub-Total</b>	<b>22650</b>	

## ANNEXURE 6 –TEHSIL/SUB-TEHSIL CATEGORISATION

The criterion for classification of Tehsils / Sub-Tehsils is as follows:

S.No.	Category	Criteria (R = Registrations per day)
1.	'Super A' category	R > 100
2.	A category	100 > R > 40
3.	B category	40 > R > 20
4.	C category	20 > R > 10
5.	D category	10 > R

S.No.	Division	District	Tehsil/Sub-tehsil	Category					
				'Super A'	A	B	C	D	
1	JAL	Jalandhar	Jalandhar-I		X				
			Adampur					X	
			Jalandhar-II		X				
			Bhogpur					X	
			Kartarpur					X	
			Nakodar					X	
			Shahkot					X	
			Phillaur					X	
			Nurmahal					X	
			Goraya						X
2	JAL	Amritsar	Amritsar-I		X				
			Majitha					X	
			Amritsar -II		X				
			Attari					X	
			Jhabal Kalan				X		
			Taran Taran			X			
			Chohla Sahib					X	
			Patti				X		
			Bhikhiwind					X	
			Khemkaran					X	
			Baba Bakala					X	
			Tarsikka						X
			Khadoor Sahib					X	
Goindwal Sahib						X			

S.No.	Division	District	Tehsil/Sub-tehsil	Category			
			Ajnala		X		
			Ramdass				X
			Lopoke				X
<b>3</b>	JAL	Gurdaspur	Pathankot		X		
			Narjot Jaimal Singh				X
			Bamyal				X
			Dhar Kalan				X
			Batala		X		
			Sri Hargobindpur				X
			Qadian			X	
			Fatehgarh Churian				X
			Dera Baba Nanak			X	
			Gurdaspur		X		
			Dhariwal				X
			Naushehra Majja Singh				X
			Kahnuwan			X	
			Dinanagar				X
			Kalanaur				X
<b>4</b>	JAL	Hoshiarpur	Hoshiarpur		X		
			Bhunga				X
			Dasuya			X	
			Garhdiwala				X
			Tanda			X	
			Garh Shankar			X	
			Mahilpur				X
			Mukerian			X	
			Talwara				X
<b>5</b>	JAL	Nawan Shehar	Nawan Shehar		X		
			Banga			X	
			Balachaur			X	
<b>6</b>	JAL	Kapurthala	Kapurthala		X		
			Phagwara		X		
			Sultanpur Lodhi			X	
			Bholath			X	
			Dhilwan				X
<b>7</b>	PAT	Patiala	Patiala		X		
			Dhudan Sadhan				X
			Samana		X		

S.No.	Division	District	Tehsil/Sub-tehsil	Category			
			Pattran		X		
			Dera Bassi	X			
			Nabha		X		
			Bhandson				X
			Rajpura		X		
			Ghanaur			X	
<b>8</b>	PAT	Roopnagar	Rupnagar			X	
			Mohali		X		
			Anandpur Sahib				X
			Kharar		X		
			Chamkaur Sahib				X
			Morinda			X	
			Majri			X	
			Nurpur Bedi			X	
			Nangal				X
<b>9</b>	PAT	Sangrur	Sangrur		X		
			Malerkotla		X		
			Barnala	X			
			Sunam		X		
			Moonak				X
			Dhuri		X		
			Bhawanigarh			X	
			Longowal				X
			Ahmedgarh			X	
			Amargarh				X
			Tapa			X	
			Bhadaur			X	
			Dhanaula			X	
			Dirba			X	
			Lehra			X	
			Khanauri				X
			Sherpur			X	
<b>10</b>	PAT	Fatehgarh Sahib	Fatehgarh Sahib		X		
			Khamanon			X	
			Amlon			X	
			Bassi Pathana			X	
			Gobindgarh			X	
<b>11</b>	PAT	Ludhiana	Ludhiana East	X			
			Dehlon				X
			Kum Kalan				X

S.No.	Division	District	Tehsil/Sub-tehsil	Category			
			Ludhiana West	X			
			Mullanpur Dakha				X
			Khanna		X		
			Raikot		X		
			Samrala			X	
			Machhiwara			X	
			Payal			X	
			Malaud				X
			Jagraon		X		
			Sidhwan Bet				X
<b>12</b>	FEZ	Ferozpur	Abohar		X		
			Khuian Sarwar				X
			Sito Guno				X
			Fazilka		X		
			Arniwala Sheikh Subhan				X
			Jalalabad		X		
			Guru Har Sahai			X	
			Ferozpur		X		
			Mamdot			X	
			Talwandi Bhai				X
			Zira		X		
			Makhu				X
<b>13</b>	FEZ	Mukatsar	Mukatsar		X		
			Malout		X		
			Giddarbha			X	
			Lakhewali				X
			Bari wala				X
			Lambi			X	
			Doda				X
<b>14</b>	FEZ	Moga	Moga		X		
			Dharamkot		X		
			Bagha Purana		X		
			Nihal Singh Wala			X	
			Badhni Kalan				X
<b>15</b>	FAD	Faridkot	Fardikot		X		
			Jaito			X	
			Kot Kapura			X	
			Sadiq				X
<b>16</b>	FAD	Bathinda	Bathinda		X		

S.No.	Division	District	Tehsil/Sub-tehsil	Category				
			Sangat					X
			Nathana				X	
			Rampura Phul			X		
			Bhagta Bhai Ka					X
			Talwandi Sabo			X		
			Maur				X	
<b>17</b>	FAD	Mansa	Mansa			X		
			Bhikhi					X
			Budhlada			X		
			Bareta					X
			Sardulgarh				X	
			Jhunir					X
<b>TOTAL</b>				<b>4</b>	<b>8</b>	<b>37</b>	<b>51</b>	<b>53</b>

## ANNEXURE 7 – PLRS SOFTWARE APPLICATION

The details of each module of the PLRS application and its functionality are explained below:

### 1. ADMIN MODULE

Administrative functions of the application are performed by this module. The application requires details such as village names, patwar circle, tehsil names etc. for its functioning and the same are fed using this module. User accounts are created for various officers who are authorized to operate the system and their login ids and passwords are generated. Permissions for various user accounts created are also defined which may be changed from time to time. This module also covers routine maintenance tasks such as re-indexing and archival of data.

#### Functions:

- Admin Login
- Add / Modify / View Tehsil, Kanungo circle, Patwari circle, Village circle, Designation, Officers
- View Log Information

### 2. DATA ENTRY MODULE

Once the System is initialized old land records such as Jamabandi, Mutation, Roznamcha Waqiyati, Khasra Girdawari, and the Field Book registers for a certain period are entered. This module will be used for data entry of land records whenever a Kanungo / Tehsil is computerized. The data entered by data entry operator is approved by Patwari, Kanungo and CRO respectively. There is a provision to edit and correct any wrong entry before the final approval and submission of data in the database.

#### Functions:

Add / Delete / Modify / View (Jamabandi, Mutation Register, Roznamcha Waqiyati, Khasra Girdawari and the Field Book registers.)

### 3. MUTATION MODULE

Various types of mutations such as sale, partition, inheritance, mortgage, redemption, sale of mortgage, change in ownership by court order (Tabdeel Mulkiyat) etc. are entered using this module. The key to generating new Jamabandi accurately lies in entering mutations without any ambiguity. Thus, extreme care should be taken to ensure that all the details are correctly understood and recorded in their intended sense. Once changes to ownership structure are properly recorded the ownership database or Record of Rights would be accurate. In other words, this is the key module of PLRS Software Application.

#### Functions:

- Mutation initiation
- Existing owners display for viraasat
- Viraasat details enquiry
- Mutation Confirmation Screen
- Existing owners display for sale
- Sale details enquiry
- Existing owners display for Gift
- Gift details enquiry
- Existing owners display for Mortgage
- Mortgage details enquiry
- Mutation Confirmation Screen for Rahan
- Waqiyati entry for Adrahan
- Mortgaged land display and Redemption of Mortgage
- Lease and redemption of lease
- Waqiyati entry for redemption of Adrahan
- Partition Mutation
- Accept or Reject a Mutation
- Report of Fee Due for Mutations Sanctioned



#### 4. KHASRA GIRDAWARI MODULE

This module is to be used for entering crop details for preparing girdawaris. Any change in the ownership and tenancy occurring due to mutations is also recorded using this module. Finally the crop abstract - Jinswar and summary reports are generated. As in all modules, extensive search, query, view, save, and print of the relevant databases are enabled.

**Functions:**

- Khasra Girdawari Initiation
- Listing of Khasra numbers
- Details of owners, cultivator and no. of crops
- Entering of crop details and changes of cultivation and rent
- Initiation of Khasra Girdawari updation
- Edit Khasra Girdawari
- Correction of wrong entries of crops by Patwari and by Kanungo
- Preparation of Jinswar and entries of assessment in Jinswar

## 5. JAMABANDI MODULE

This is the core module of PLRS Software Application. This is the module which generates the new Jamabandi at the press of a button. In this module all the rules regarding breaking khewats, joining khewats, re-aligning khewats etc. are presented. It displays the name of land owners with their property and its details. The input for Jamabandi comes from Mutation module. Jamabandi is basically required to consolidate and record the land information in detail and to issue Nakals.

### Functions:

- Prepare Jamabandi
- Update Fard Badar Changes and Khewat Confirmation Screen
- View old Jamabandi, Mutations, Roznamcha Waqiyati, Khasra Girdawari
- View Shajra Nasb, Field Maps, , Fard Badar Report
- Validate Jamabandi and mark Errors in Jamabandi
- List Error in Khewat Generation and correct Errors In Khewat
- Approval by Field Kanungo, by Tehsildar
- View of error sent by Field Kanungo / Tehsildar
- Correction of errors sent by Field Kanungo / Tehsildar
- Submit Jamabandi

## 7. CITIZEN INTERFACE MODULE

The various functionalities offered to Citizens and other users through the Internet and World Wide Web are covered in this module.

### Functions:

- Search in mutation register, Jamabandi, Khasra Girdawari.
- Village maps, Printing of Nakals, Initiate a Mutation, Object a Mutation

## 8. MIS / REPORTS

## 8. MIS / REPORTS

Various types of reports are generated at various stages in the Revenue Department are covered in this module.

### Functions:

- Search in mutation register, Jamabandi ,Khasra Girdawari.
- View Village Maps
- Report of Accepted and Rejected Mutation, category-wise mutation, pending mutation and all mutations of a month
- Jamabandi related reports
  - Land under mortgage
  - Government lands, all types of lands
- Khasra Girdawari relate reports
  - Land under cultivation
  - Report of Minn field, Kharif, Rabi crops
  - Area wise reports
  - Jinswar
  - Change of cultivator reports
- GIS reports

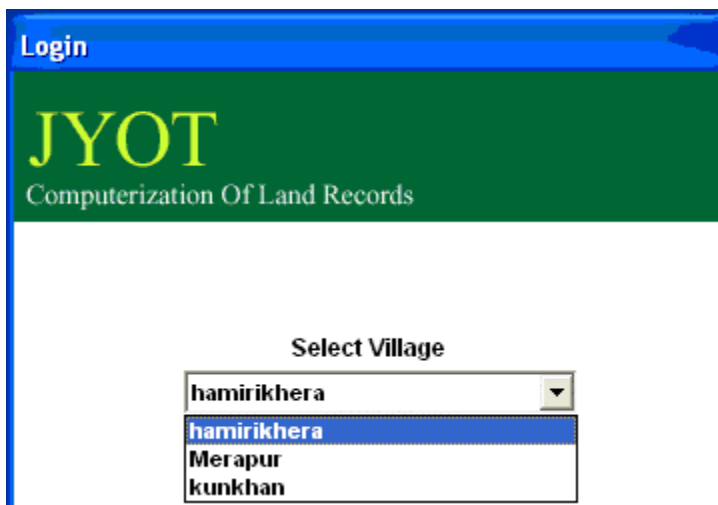
## Screenshots - PLRS Software Application

### 1. Login Screen



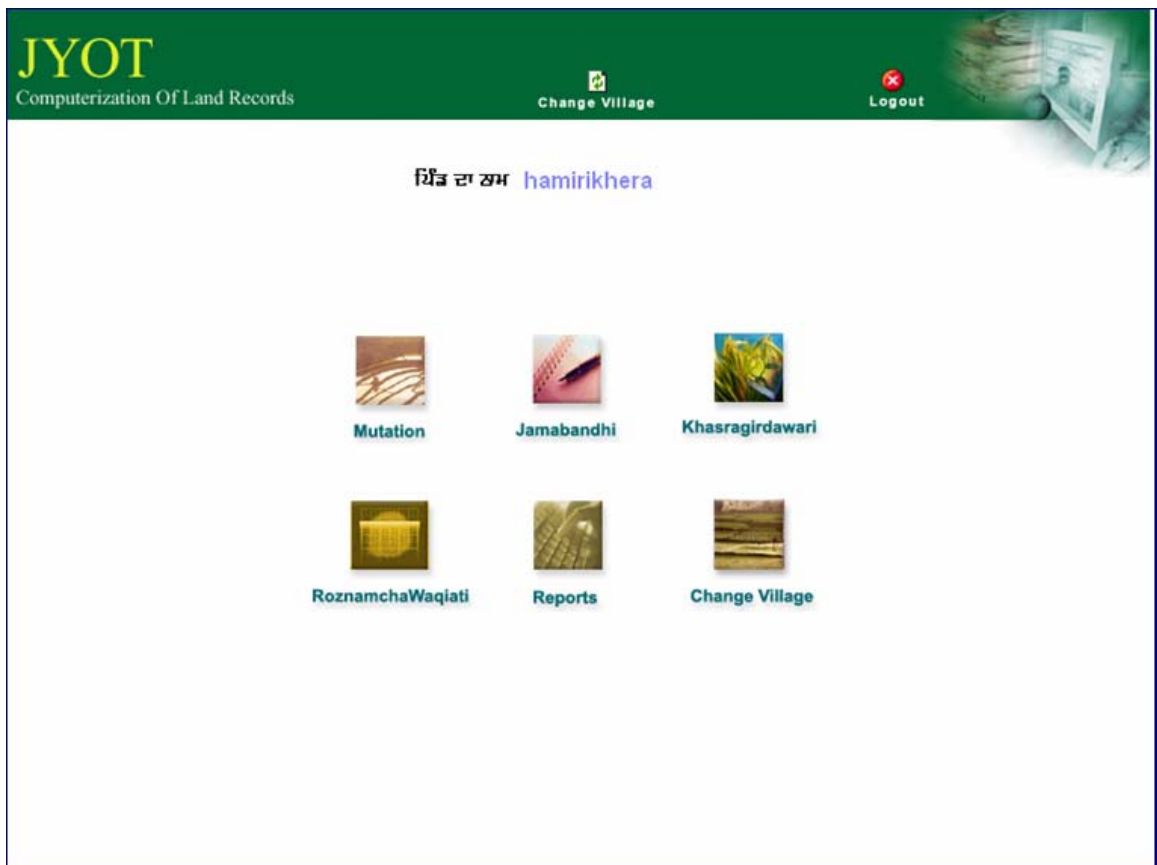
The screenshot shows the login interface for ISPLR (Integrated Software for Punjab Land Records). The window title is "Login". The main heading is "ISPLR" in large green letters, with the subtitle "Integrated Software for Punjab Land Records" below it. The background features a stylized map of Punjab. There are two input fields: "Login" containing the text "mandip" and "Password" containing "xxxxxxx". Below the fields is a green "Login" button and a red "X" button.

After successful authentication the following village selection screen is displayed.

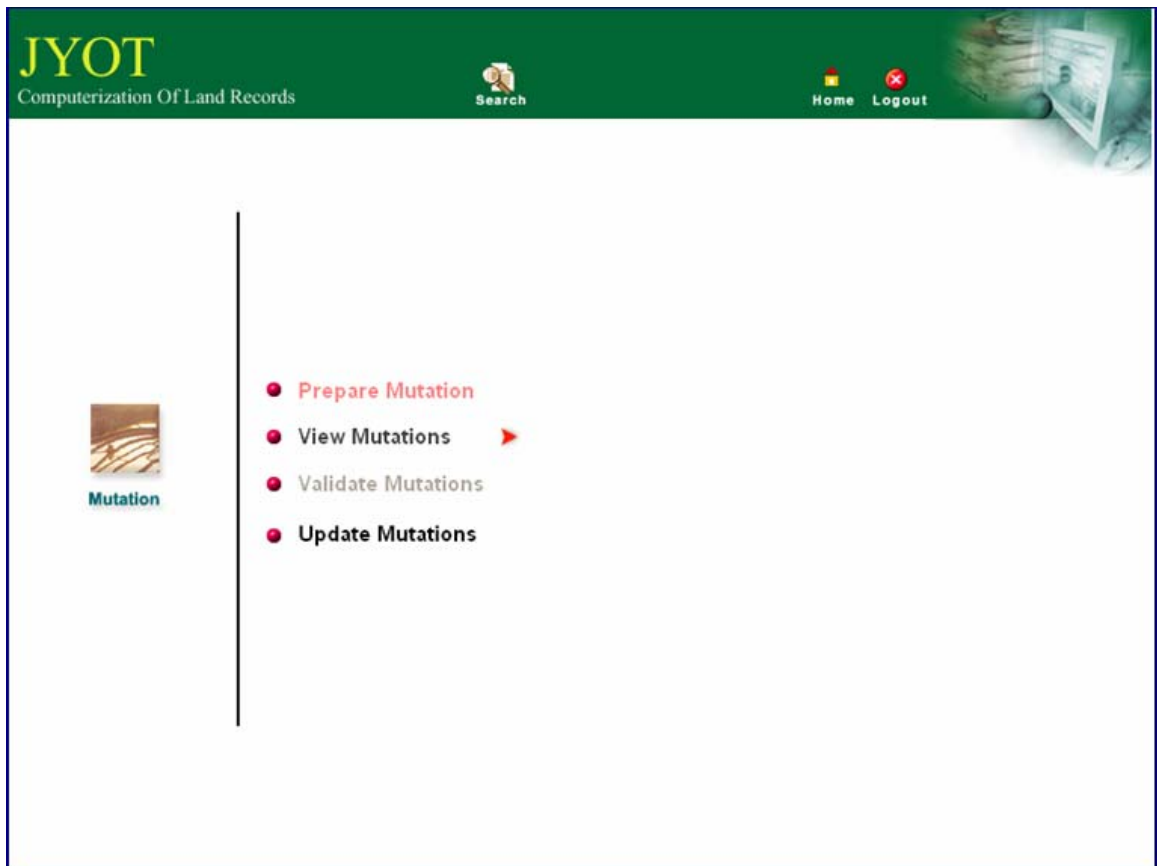


The screenshot shows the village selection interface for JYOT (Computerization Of Land Records). The window title is "Login". The main heading is "JYOT" in large yellow letters, with the subtitle "Computerization Of Land Records" below it. The background is a solid green color. There is a dropdown menu titled "Select Village" with the following options: "hamirikhera", "Merapur", and "kunkhan". The "hamirikhera" option is currently selected and highlighted in blue.

## 2. Main Screen



## 3. Mutation Module



**JYOT**  
Computerization Of Land Records

Search Back Home Logout

ਇੰਤਕਾਲ ਦਾ ਵੇਰਵਾ

ਪਿੰਡ ਦਾ ਨਾਮ **hamirikhera**

ਇੰਤਕਾਲ ਦਾ ਕਿਸਮ **ਬੈ**

ਖੇਵਟ ਨੰਬਰ  ਮਾਲਕ ਦਾ ਨਾਮ **ਤਰਲੋਚਨ ਸਿੰਘ**

ਖੇਵਟ ਨੰਬਰ	ਮਾਲਕ ਦਾ ਨਾਮ	ਤਰਲੋਚਨ ਸਿੰਘ
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ਇੰਤਕਾਲ ਨੰਬਰ **937** ਇੰਤਕਾਲ ਦਰਜ ਕਰਨੇ ਦੀ ਮਿਤੀ **9/13/2004**

ਇੰਤਕਾਲ ਫੀ **100** ਇੰਤਕਾਲ ਕੀ ਫੀਸ **100**

ਤੀਤ ਵੇਰਵਾ **ਬੈ ਰਜਿਸਟਰੀ ਸੁ ਦਾ ਵਸੀਲਾ ਨੰਬਰ** **ਖਟਵਾਰੀ ਰਿਯੋਰਟ**  **ਖਸਰਾ ਕੀ ਤਕਸੀਮ**

**JYOT**  
Computerization Of Land Records

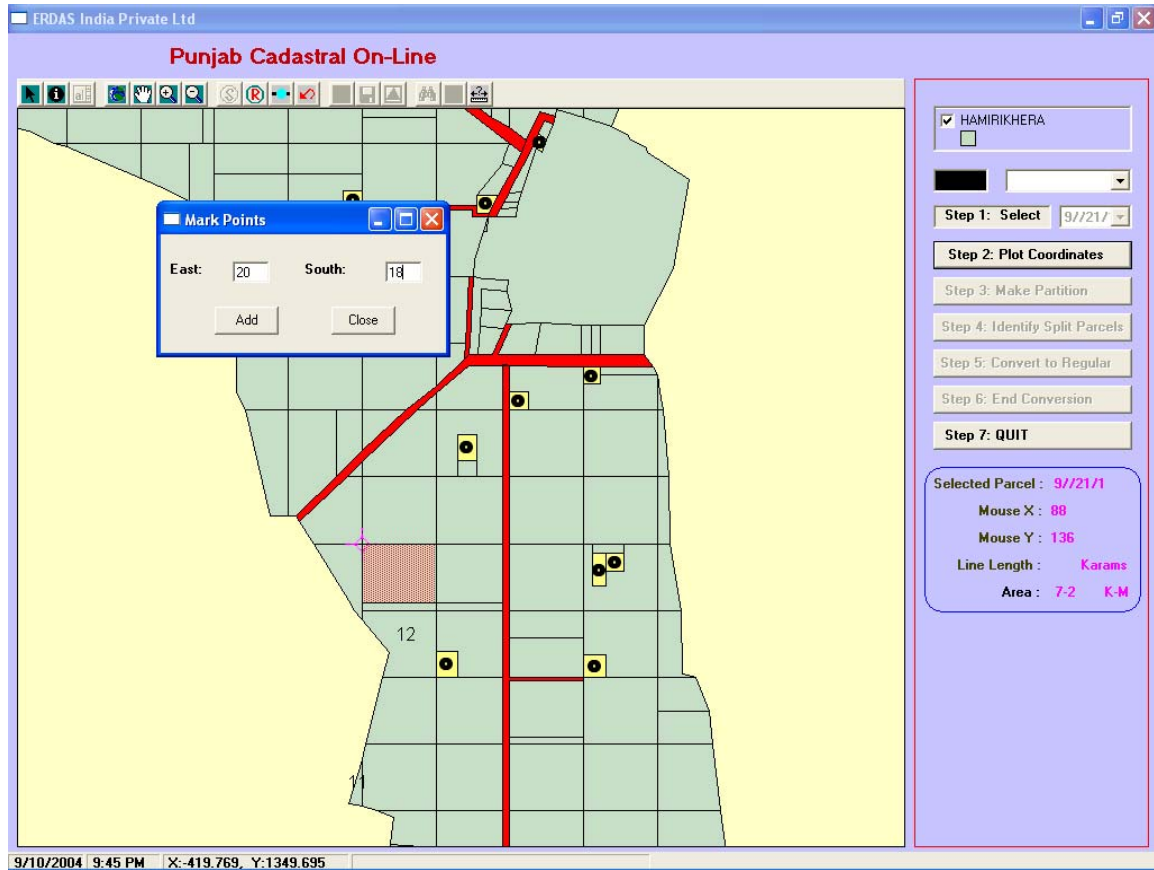
Search Back Home Logout

Select Owner Name

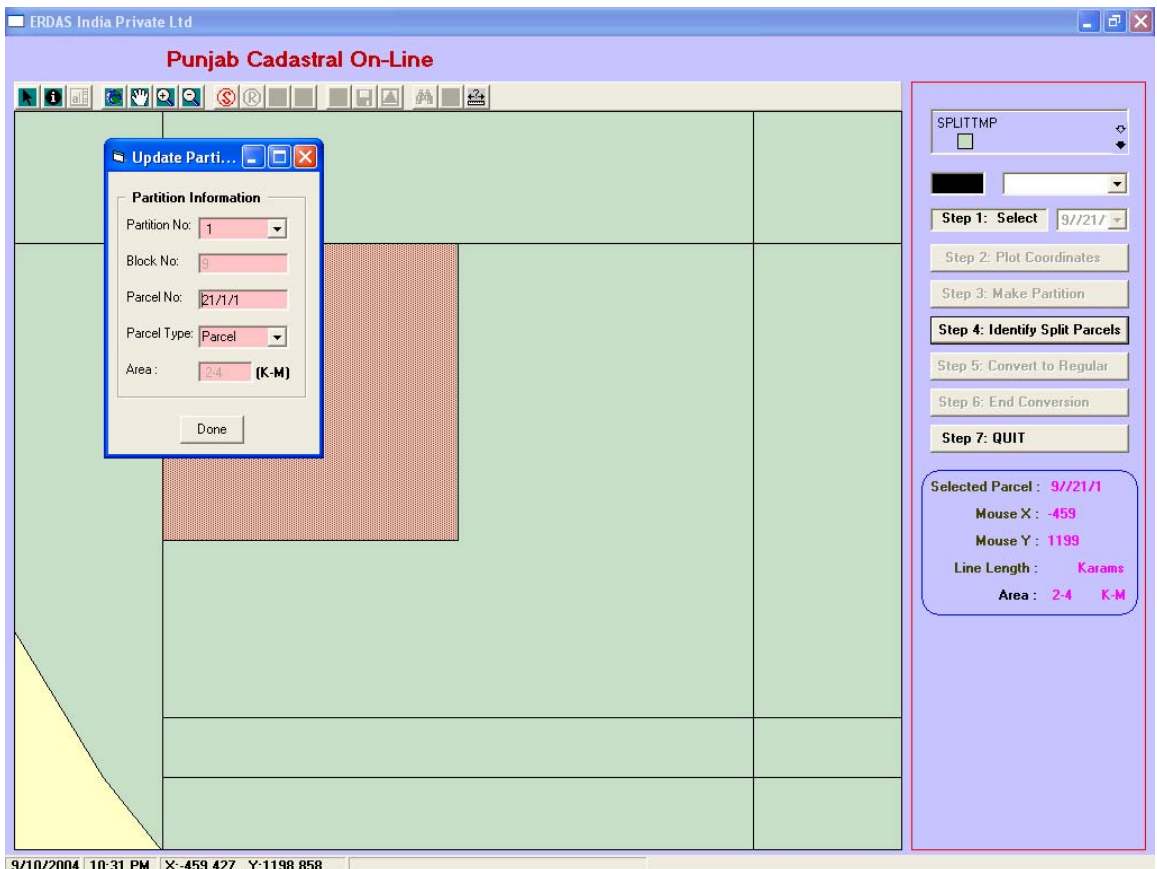
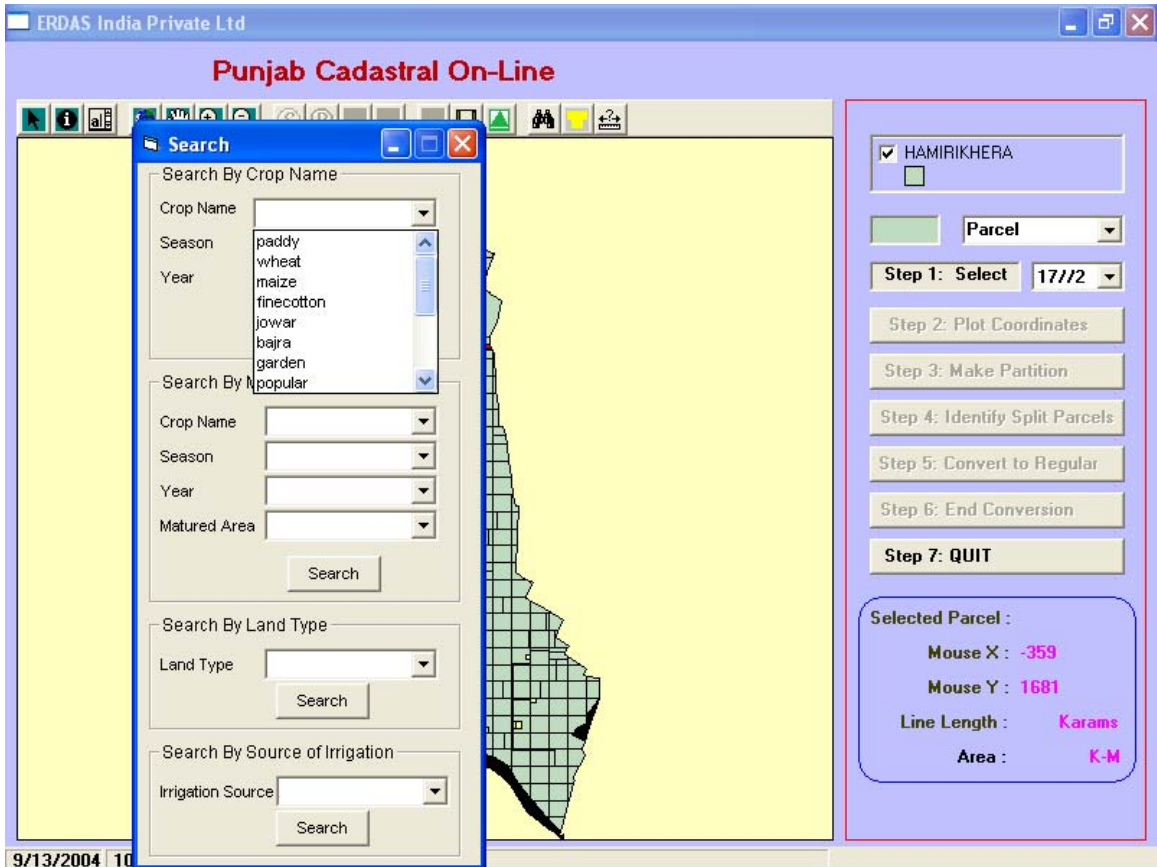
Searched for **ਤਰਲੋਚਨ ਸਿੰਘ**

ਮਾਲਕ ਦਾ ਨਾਮ	ਧਿਤਾ/ ਧਤੀ ਕਾ ਨਾਮ	ਧਤਾ	ਚੁਣੋ
63 <input type="text" value="ਤਰਲੋਚਨ ਸਿੰਘ"/>	<input type="text" value="ਪੁਤਰ- ਫਰੀਜ਼ ਸਿੰਘ ਪੁਤਰ- ਦਲੇਜ ਸਿੰਘ"/>	<input type="text" value="15"/>	<input checked="" type="checkbox"/>

### 4. GIS Module Screens







5. Jamabandi Module Screen

Jamabandi Data Entry - [Jamabandi Owner Details]

Jamabandi

## ISPLR

Integrated Software for Punjab Land Records

### ਮਾਲਕ ਦਾ ਵੇਰਵਾ

ਖੇਤ ਦਾ ਨਾਮ: ਰਮੀਰੀ ਖੇਤਾ  
 ਖੇਤੀ ਦਾ ਨਾਮ:   
 ਨੰਬਰਦਾਰ ਦਾ ਨਾਮ:

ਪੁਰਾਣੀ ਖੇਵਟ ਨੰਬਰ: 901   
 ਨਵੀ ਖੇਵਟ ਨੰਬਰ: 901   
901

**\* ਸਲੈਕਟ ਬਲਾਕ ਦਾ ਖੇਵਟ**    ਬਲਾਕ     ਖੇਵਟ

ਮਾਲਕ ਦਾ ਨਾਮ:     ਰਿਸਤਾ: ਪੁਰਬ  
 ਖਿਤਾ/ਖੇਤੀ ਦਾ ਨਾਮ: ਏਰਸਨ ਸਿੰਘ    ਰਿਸਤਾ: ਪੁਰਬ  
 ਦਾਦੇ ਦਾ ਨਾਮ: ਸੁਰਿੰਦਰ ਸਿੰਘ    ਰਿਸਾ: /  
 ਮਾਲਕ ਦੀ ਕਿਸਮ: ਪੁਦ

ਮਾਲਕ ਦਾ ਨਾਮ	ਰਿਸਤਾ	ਖਿਤਾ/ਖੇਤੀ ਦਾ ਨਾਮ	ਰਿਸਤਾ	ਦਾਦੇ ਦਾ ਨਾਮ	ਰਿਸਾ
ਜਗੀਰ ਸਿੰਘ	ਪੁਰਬ	ਏਰਸਨ ਸਿੰਘ	ਪੁਰਬ	ਸੁਰਿੰਦਰ ਸਿੰਘ	1/3
ਹਜੂਰਾ ਸਿੰਘ	ਪੁਰਬ	ਏਰਸਨ ਸਿੰਘ	ਪੁਰਬ	ਸੁਰਿੰਦਰ ਸਿੰਘ	1/3
ਤਰਲੋਚਨ ਸਿੰਘ	ਪੁਰਬ	ਏਰਸਨ ਸਿੰਘ	ਪੁਰਬ	ਸੁਰਿੰਦਰ ਸਿੰਘ	1/3

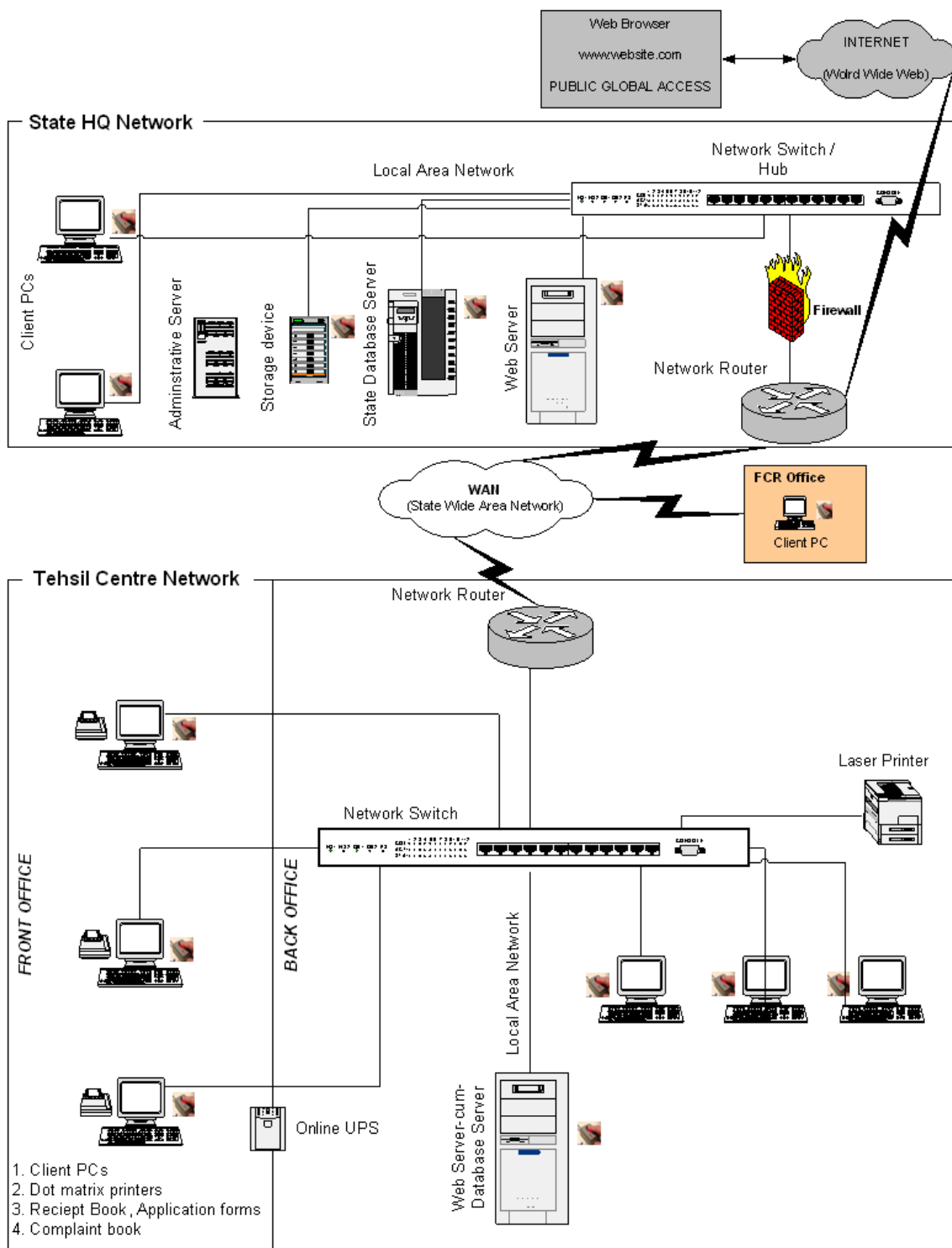
## ANNEXURE 8 –TEHSIL OFFICE PROCESSES

The new system will comprise of the following components:

### 1. Citizen Service Centre

The Citizen Service Center will be located at each of the tehsils/sub-tehsils and is divided into two sections – front office, back office. Front office services for Land Records Management System and Registration System are provided separately at these centers. The computers at the counters in the front office are client PCs connected to the local database cum web-server in the back office. All equipments such as client PCs, server, printers etc, are connected to local area network via network switch / hub. The Deed writer terminals for Deed Writers will be client Thin Clients (Disk less clients) located in the Center for Deed Writer Activities related to Registration. These clients will also be connected to the local database cum web-server in the back office.

A system administrator will be responsible for production support related activities for the server in the back office. To take care of power failure, a high capacity online UPS will be provided for equipment to ensure uninterrupted power supply for the time period till the offline generator restores the power supply. Citizen Service Center will be connected directly to the state headquarters via WAN link.



Note The requirements in the diagram are not the exact representation of the requirements. Please refer to the annexure for specific requirements

Proposed Network Topology

## 2. State Headquarters

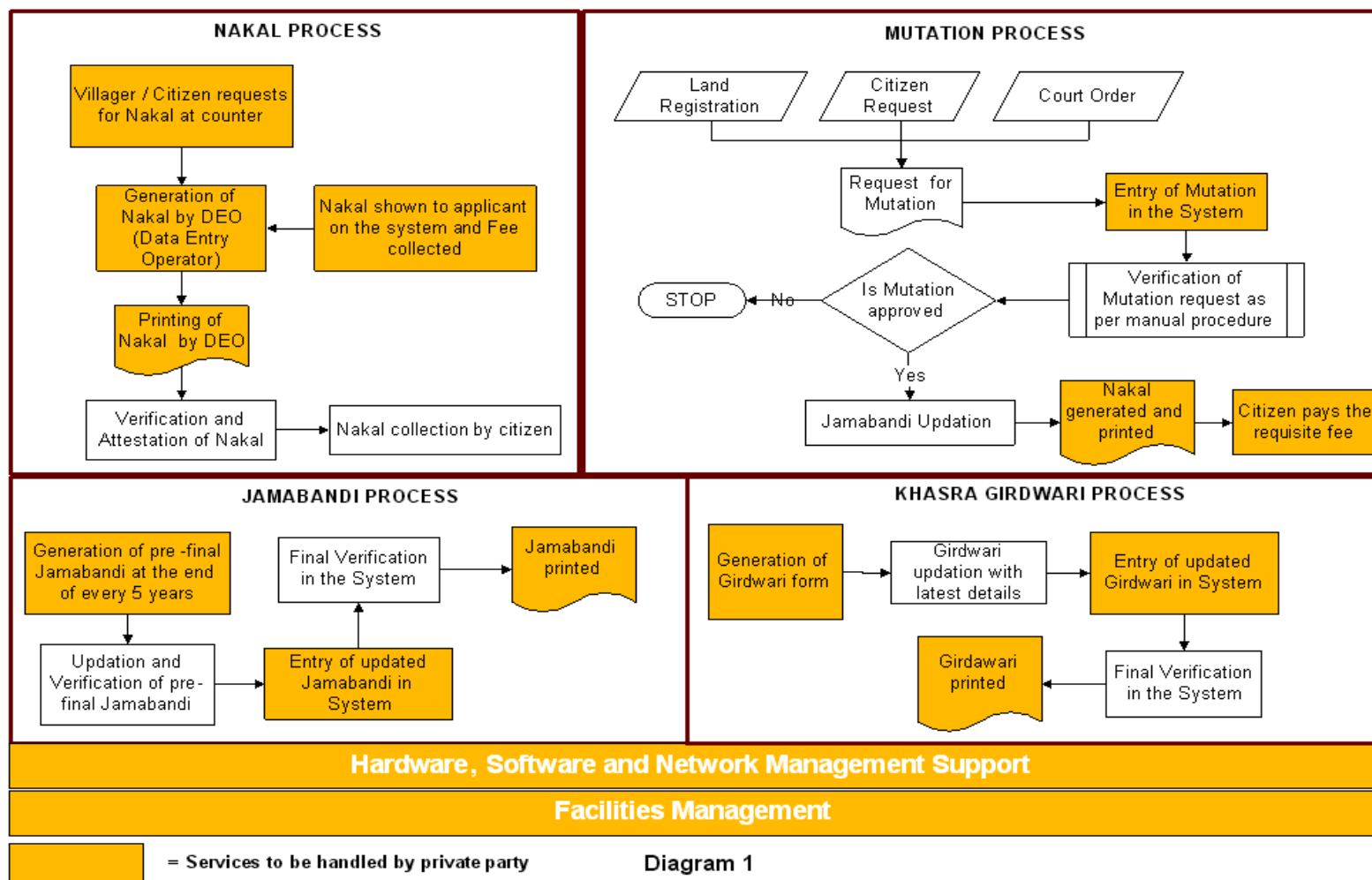
The data of Citizen Service Centres will be consolidated at state headquarters at regular pre-defined intervals. The data will be stored on a high capacity state database server and storage system which can also be used as backup to restore local tehsil / sub-tehsil databases (Citizen Service Center) in case of data loss / corruption at Tehsil / Sub-tehsil. There will be an administrative server connected to the state database server to perform various administrative tasks on requests from revenue staff. State headquarter will provide various online services to the citizens to track their requests anytime anywhere in the world. The requests from internet will be processed by a HTTP web server which will fetch data from the backend application in the database server. A firewall with specific open ports installed before the network router will ensure protection against any intrusion or hacking attempt and help in maintaining the security of land records information.

## 3. FCR Office

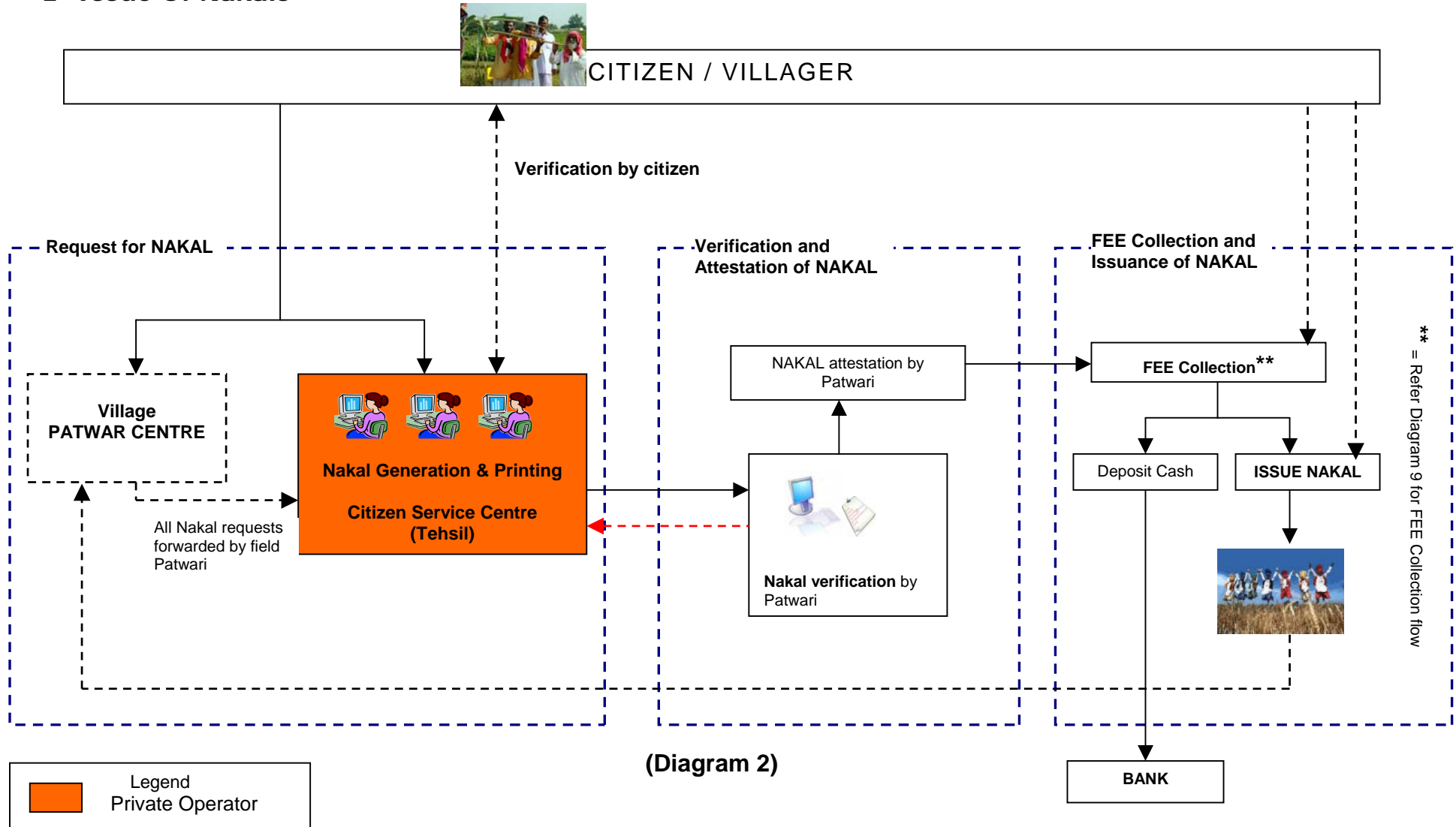
A computer terminal connected to the state headquarters will be provided at the FCR office for various purposes.

### 1 Land Records Management Processes

The following describes a brief overview of the operations envisaged in the Tehsil office:



## 2 Issue Of Nakals



**Step 1: Request for Nakal**

The request for a Nakal can be entertained for the following land record documents:

- Jamabandi
- Mutation
- Khasra Girdawari
- Roznamcha Waqati
- Field Book
- Latha Shajra

The process of application and generation of Nakal is detailed as follows:

- (i) Citizens or Villagers requesting for a Nakal can approach either of the following offices:-
  - i. Village Patwar Center
  - ii. Tehsil Nakal Center / Citizen Service Center
- (ii) Till the Village Patwar Center is not computerized and connected to the network all Nakal request applications submitted at Village Patwar Center will be sent to the Citizen Service Center by the field Patwari. At Citizen Service Centre the applicant has to fill and submit the Nakal request forms (Binti Patra).
- (iii) The front desk staff will check for the correctness of the information provided in the form in the system and ask the applicant to correct the details in case of wrong information.

**Step 2: Nakal Generation and Printing**

- (i) The data entry operator generates the Nakal using the system and the same is shown to the applicant on the system itself before it is printed. The Nakal is then printed and sent to the Patwari in the back office for verification.
- (ii) The patwari available on duty as per the roaster will verify the print copy against the copy available in the system.

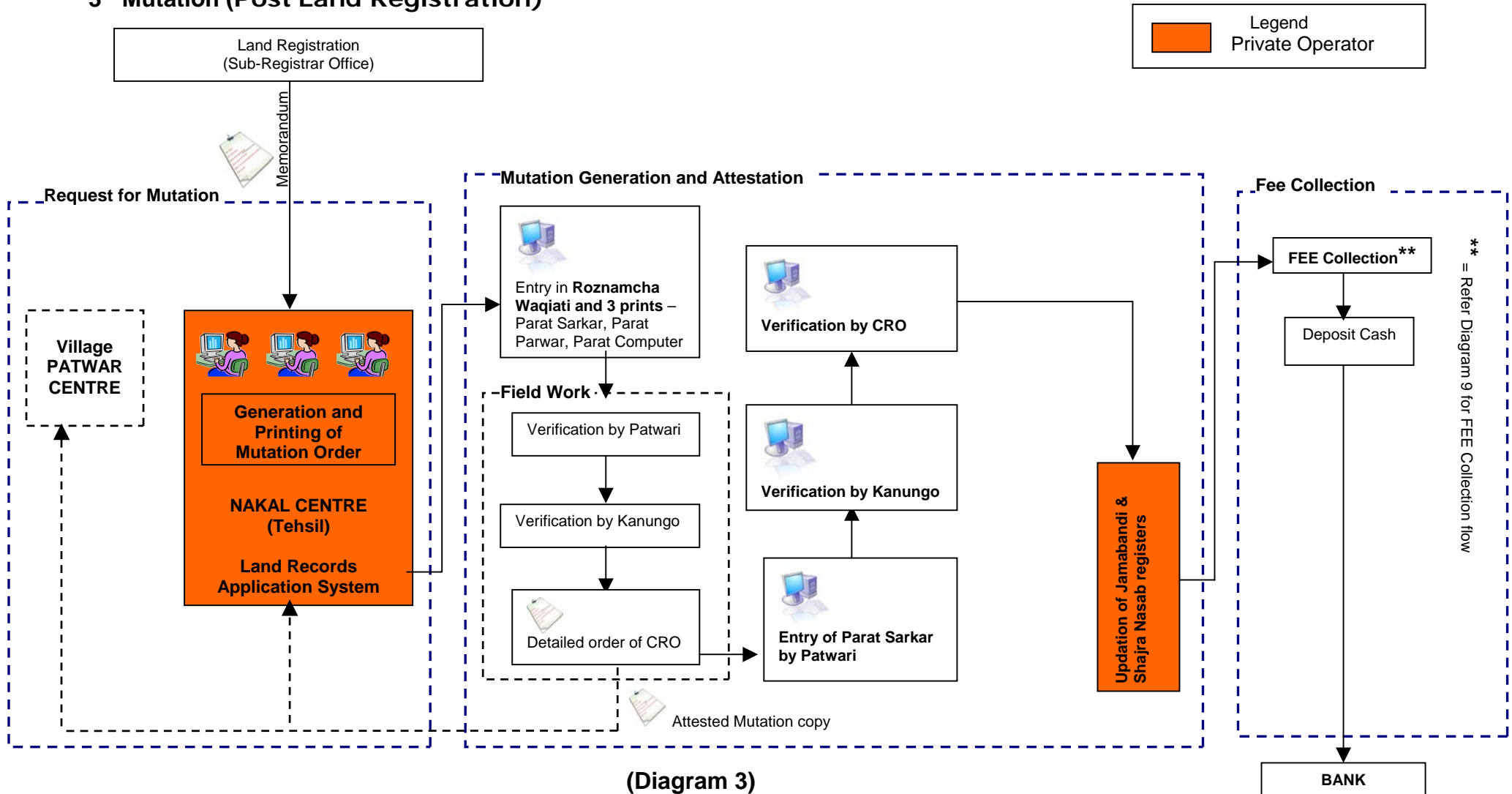


- (iii) In case no discrepancy is found, the Patwari attests the print copy of the Nakal.

### Step 3: Fee Collection and Issuance of Nakal

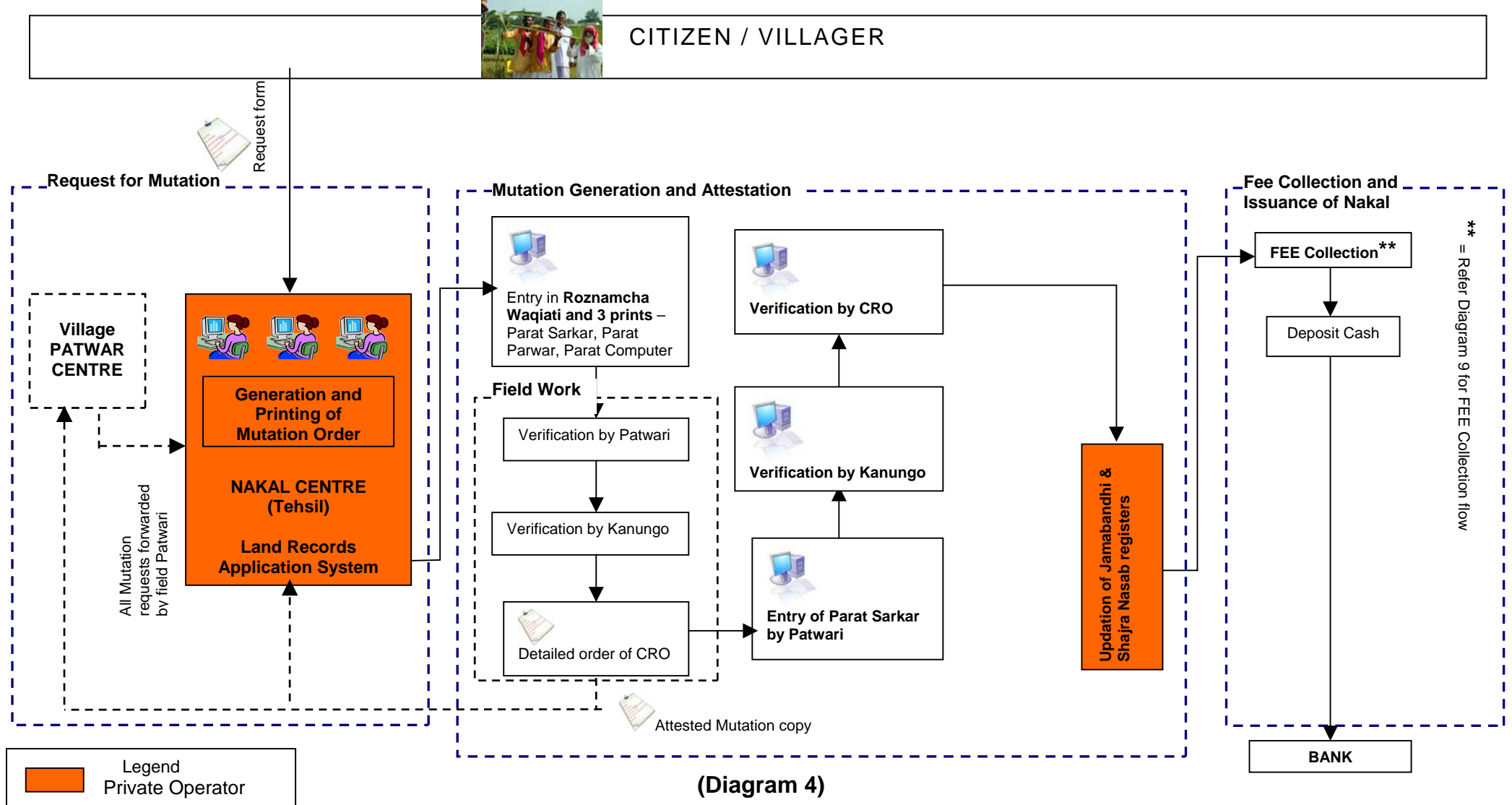
- (i) The villager pays the prescribed fee per page of Nakal document and issued a receipt against payment. In case of request from Village Patwar Centre the Nakal is sent to the Field Patwari who collects the prescribed fee from the applicant and gives the Nakal. The Field Patwari will deposit the fee in the Nakal Centre on his next visit.
- (ii) The cash collected in the center is deposited either with a bank or with the designated government revenue official.
- (iii) The PLRS application will keep track of the fees collected at the NAKAL center. A statement of transactions and revenue collected could be printed at the end of the month or for any specified period of time in relation to maintenance of accounts.

### 3 Mutation (Post Land Registration)



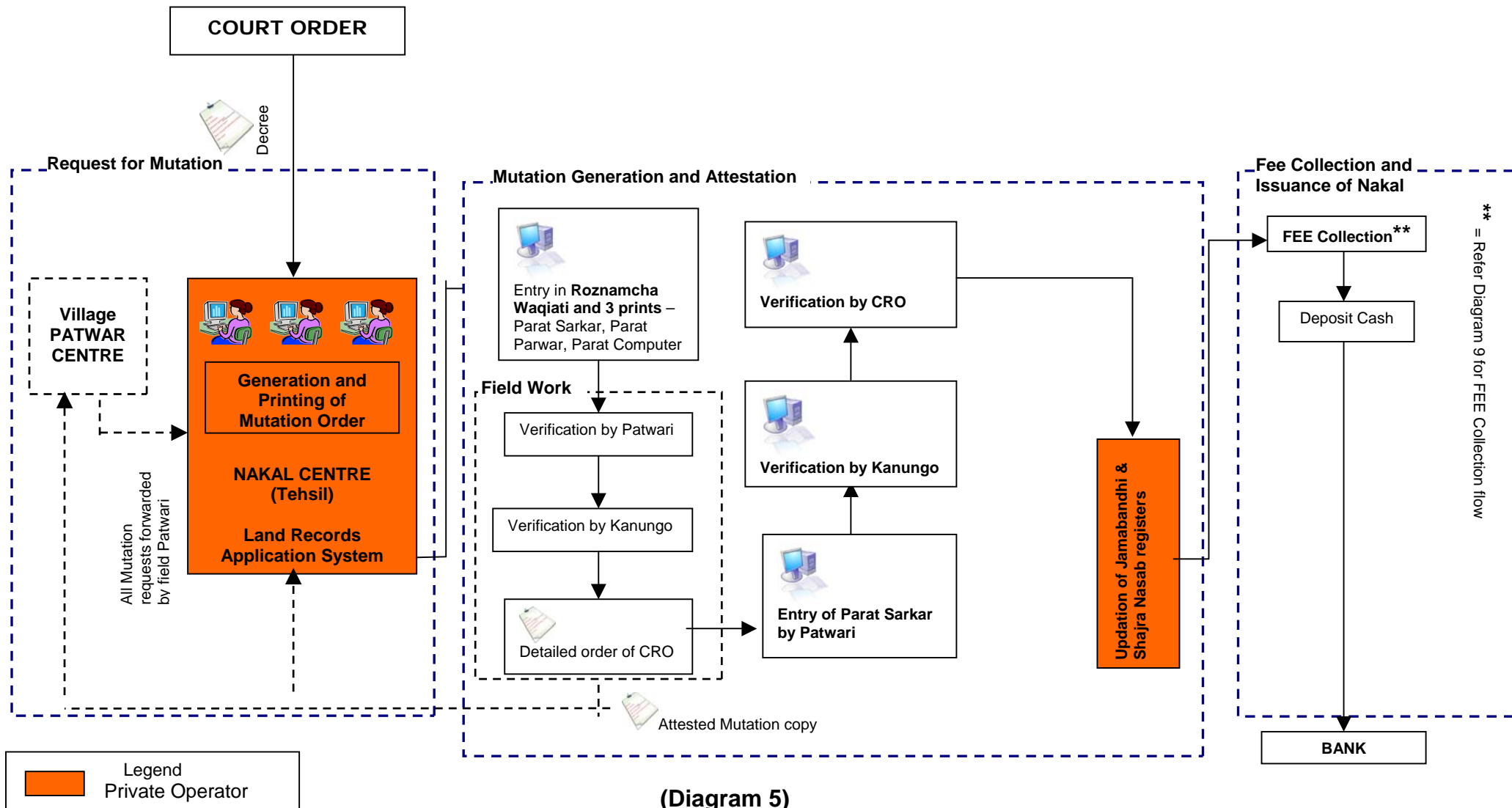
(Diagram 3)

4 Mutation (Direct Requests By Villagers / Citizens)



(Diagram 4)

5 Mutation (Court Order)



**Step 1: Request for Mutation**

A request for Mutation is made from the following sources:

- (i) Registration of Land
  - a. Sale
  - b. Purchase
  - c. Gift
  - d. Lease
  - e. Redemption of lease
  - f. Mortgage with possession
    - i. Redemption of mortgage
    - ii. Sub-mortgage
    - iii. Redemption of sub-mortgage
    - iv. Second mortgage
    - v. Redemption of second mortgage
    - vi. Sale of mortgage land
    - vii. Sale of mortgage
- 1. The Registrars and Sub-Registrars send a memorandum and an invoice detailing the particulars of all registered deeds (which purport to transfer of agricultural land) to the Office Kanungo in the Tehsil Office on 15<sup>th</sup> and the last day of the month who further sends it to Field Kanungo and Field Kanungo distributes the memorandum to concerned Patwari.
- 2. The patwari enters the mutation in the system based on the memorandum.

- (ii) Direct request by villager/citizen
- a. Inheritance
  - b. Partition
  - c. Exchange
  - d. Combining Khewat
  - e. Akhraznaama (Deletion of name of the owner on presumption of his death)
  - f. Sehat Indraaj (correction in clerical mistakes in mutation)
    1. In non-registration related cases the villager/citizen makes a request for mutation at either the Patwar Centre in the village or Nakal Center in the Tehsil.
    2. The applicant fills the application form and attaches all supportive documents
- (iii) Court Order cases
- a. The Patwari enters the mutation in the system using the following information sent by court:
    - i. Name of the court.
    - ii. Name of parties.
    - iii. Abstract of decree.

The system will generate a unique number for each application upon its successful entry. The Patwari updates Roznamcha Waqiyati and takes 3 print outs of mutation order for further processing:

- Parat Patwar
- Parat Sarkar
- Parat Computer Center (Nakal Center)

**Step 2: Field work and Mutation attestation**

- (i) The Field Patwari updates all three copies – Parat Parwar, Parat Sarkar and Parat Computer Center and Kanungo inspects the same.
- (ii) The CRO (Tehsildar/Naib Tehsildar) schedules and makes a field visit to verify and pass mutation order in presence of the affected parties based on facts and collects the prescribed fee.
- (iii) CRO carries back the Parat Sarkar and Parat Computer Center copy from with order details to the Nakal Centre at Tehsil Office.

**Step 3: Final verification of Mutation order**

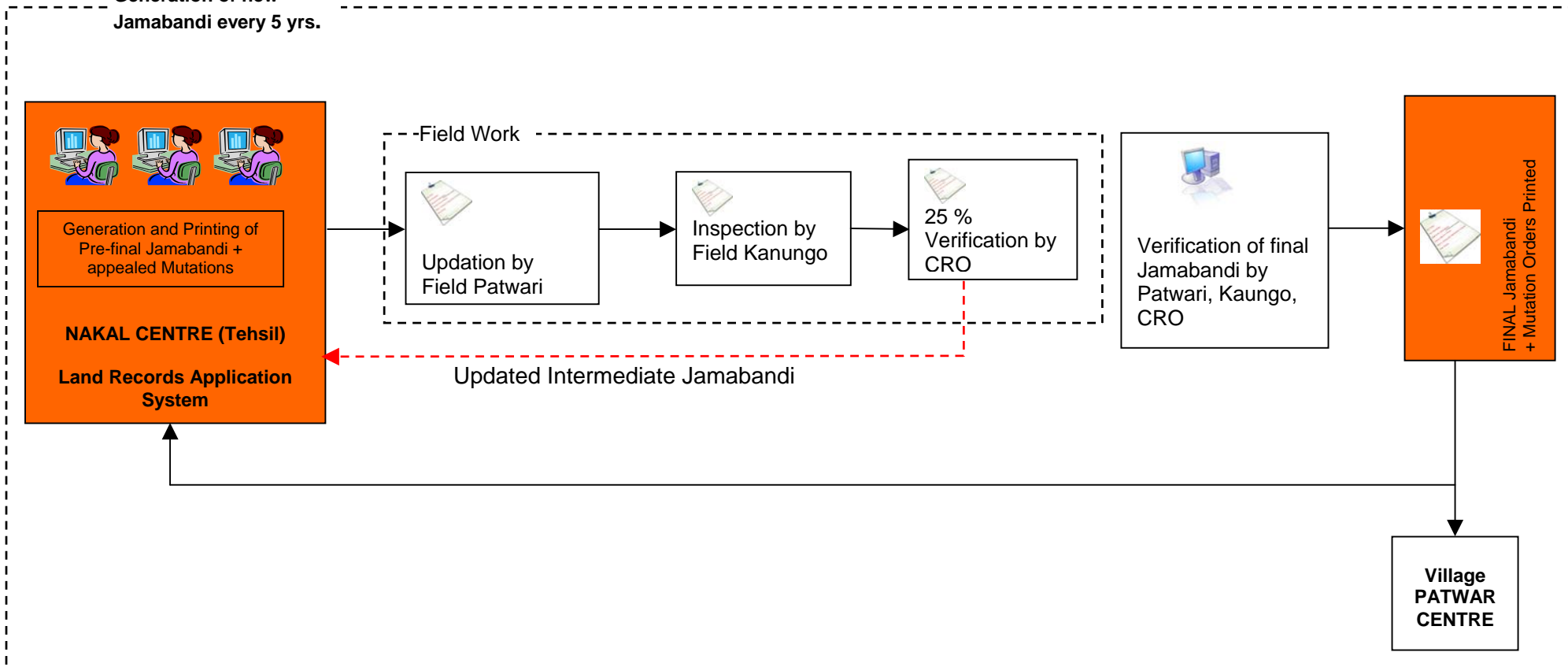
- (i) The CRO passes the mutation information to the Nakal Centre at Tehsil and the Patwari enters the same in the system.
- (ii) The Office Kanungo verifies mutation in the System.
- (iii) The final verification is given by CRO in the System to ensure authenticity before updating the Land Records such as the Jamabandi and Shajra Nasb.
- (iv) Fard Badar is used if any change is left and not incorporated by the Patwari.

**Step 4: Updation of Land Records**

- (i) Jamabandi & Shajra Nasab register is updated in the system with the latest details.

### 6 Generation Of New Jamabandi

Generation of new Jamabandi every 5 yrs.



Legend  
 Private Operator

(Diagram 7)



The process of generating a new Jamabandi at the end of 5 years is explained in detail below:

**Step 1:** After operationalisation it would be important to ensure that the information in the database is latest. As the Patwari maintains the Parat Patwar in the manual process it is necessary that the system should be updated with the latest information with each mutation.

**Step 2:** At the end of 5 years the data entry operator will generate the Intermediate/pre-final copy of Jamabandi and appealed mutations using the system at Nakal Centre at the Tehsil.

**Step 3:** The print of the 'Intermediate' copy of Jamabandi is given to the respective Field Patwaris for verification. After updation by Patwari the Field Kanungo and Revenue Officer shall verify the mutation entries as well as sequence of Khatas & Khatonis of the 'Intermediate' Jamabandi. The Field Patwari, with the help of the Tehsil Center staff, shall correct and rearrange Khatas in the System, as per the errors identified by the Field Revenue Officials (Tehsildar/ Naib Tehsildar, Field Kanungo etc.).

**Step 4:** The data entry operator will update the pre-final / intermediate Jamabandi in the system.

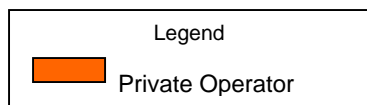
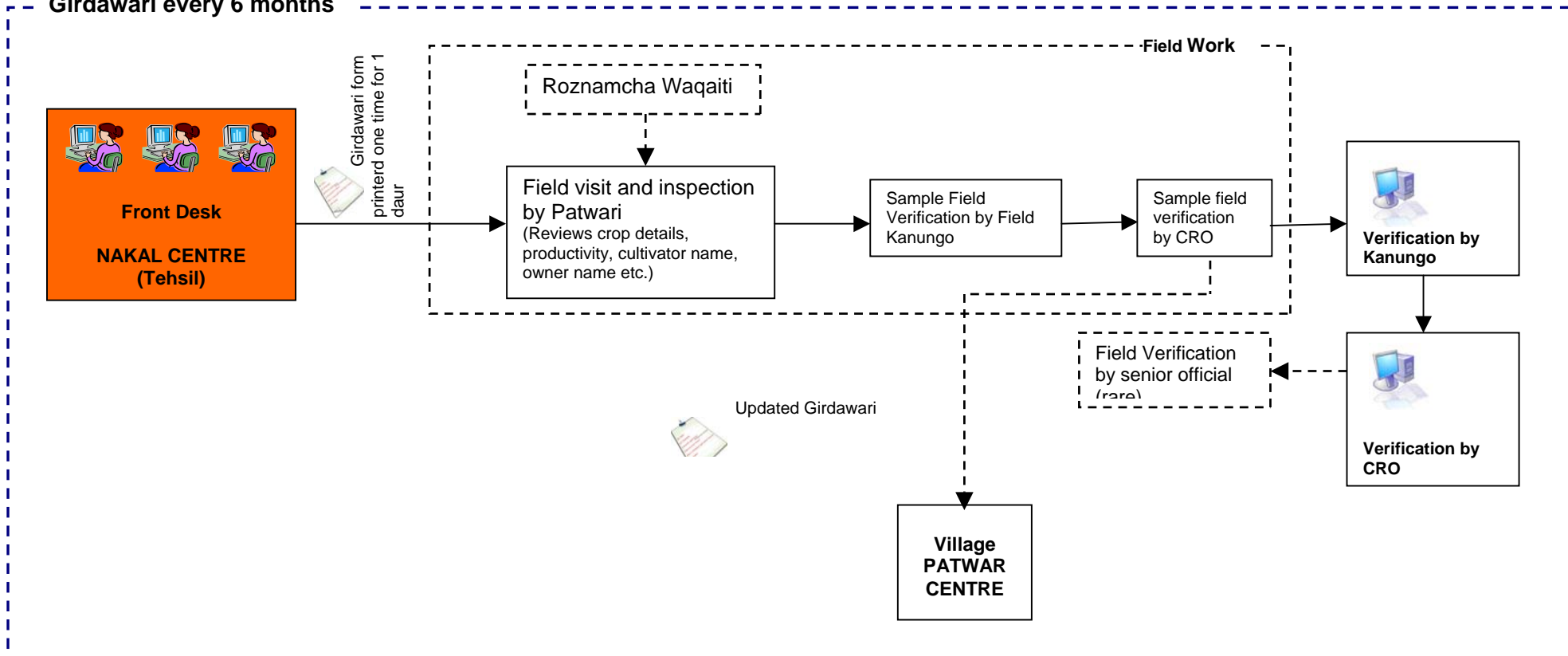
**Step 5:** The Patwari, Kanungo and CRO will verify the updated Jamabandi in the system.

**Step 6:** The Jamabandi is now finalized and locked so as to protect it from any further change or modification.

**Step 7:** The data entry operator now prints 2 copies of latest Jamabandi and Mutation orders. One copy (Parat Sarkar) is kept in the Nakal Centre / Tehsil Office and the second final copy (Parat Patwar) is sent to the Field Patwari in Village Patwar Centre for his official record.

### 7 Khasra Girdawari

**Girdawari every 6 months**



The process of Khasra Girdawari is explained below:

**Step 1:** At time of first Girdawari after operationalisation, the Nakal Centre staff prints the complete Girdawari form from the data already entered into the Jamabandi module.

The Patwari makes a field visit and start inspection starting from Khasra No.1 and records details like type of crop, irrigation, cultivator name and owner name.

**Step 2:** The Patwari also refers the daily diary (Roznamcha Waqiyati) and notes the details in the Girdawari form.

**Step 3:** First level verification is done by the Field Kanungo.

**Step 4:** Second level verification is done by CRO (Tehsildar / Naib Tehsildar).

**Step 5:** A copy of the girdawari form is left with the village patwar center and the CRO carries back the original for data entry in the Nakal Center.

**Step 5:** A senior official sometimes may verify a sample of few Khasras to verify its authenticity.

**Step 6:** The data entry operator updates the system from the updated Girdawari form.

**Step 7:** The Kanungo verifies the record of Khasra Girdawari in the system.

**Step 8:** The CRO does the final verification in the system.

**Step 9:** The latest updated record of Khasra Girdawari is attested by CRO. One copy is kept in the Nakal Center / Tehsil Office and the second copy is sent to the Field Patwari in the Village Patwar Center for his records.

## 8 Cash Management for Land Records

The process for cash management and report generation is explained below:

- (i) **Fee Collection:** The DEO (Data Entry Operator) will collect the fee comprising of regularized fee per page and an additional fixed e-service charge from the villager / citizen for providing Nakals and Mutation. At the end of the day the e-service charge shall be deposited with PLRS (Punjab Land Records Society) and the regularized fee shall be deposited in a bank.

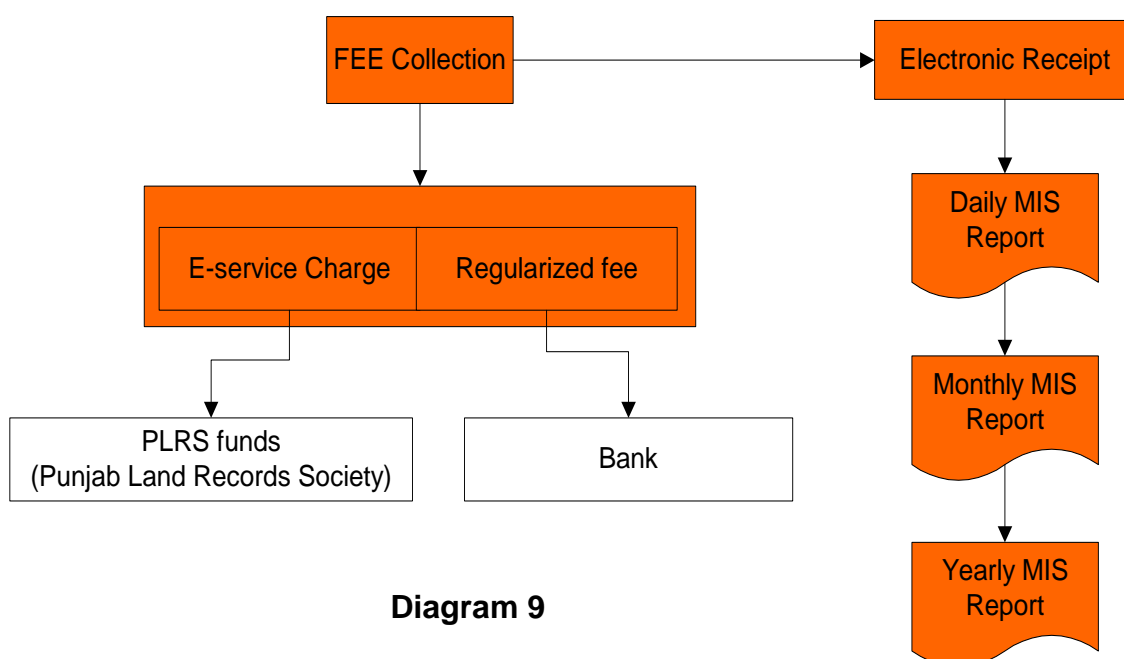


Diagram 9

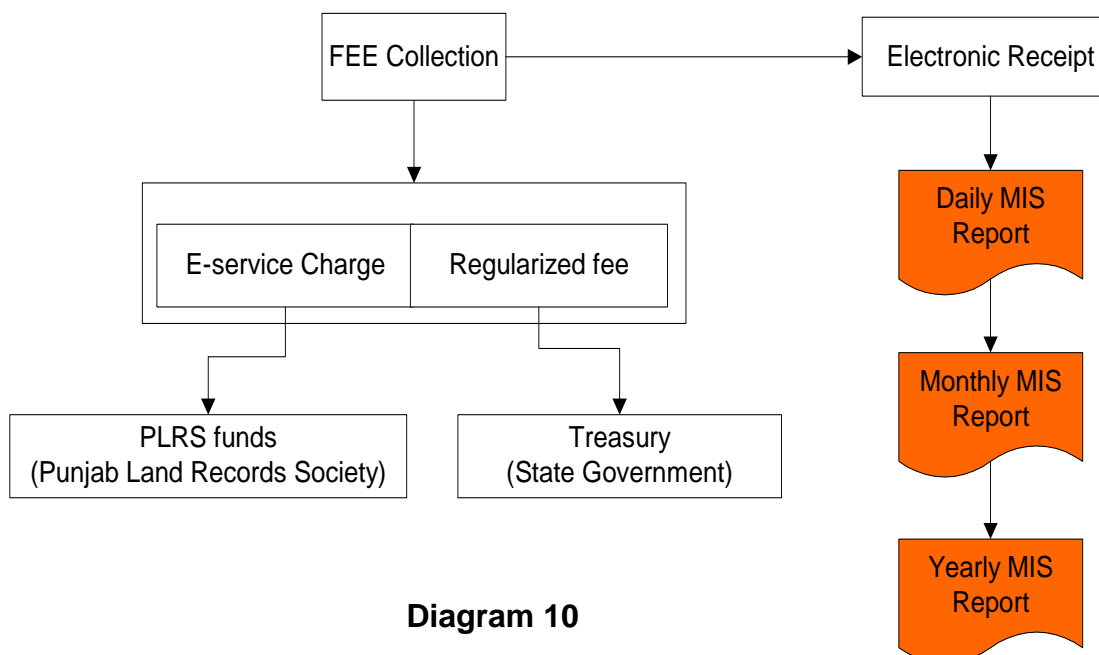
**Orange Box** = Services to be handled by private party

- (ii) **MIS Reports:** The DEOs will be responsible for generating Daily MIS Reports (no. of Nakals issued, revenue collected etc.) at the end of the day and consolidated monthly and yearly reports at the end of the month and year respectively and submitting to CRO. These reports can be reviewed by CRO and Deputy Commissioner for supervision and to keep track record of Nakal Centre operations.

## 9 Cash Management for Land Records

The process for cash management and report generation is explained below:

- (i) **Fee Collection:** Once the documents and details are checked by RC; the deficit stamps duty, if any, along with e-service charge and registration charges are collected at the cash counter. Fee collection clerk in turn issues a receipt against the sum of money received and update the system. At the end of the day the e-service charge shall be deposited with PLRS (Punjab Land Records Society) and the regularized fee shall be deposited with a responsible officer in treasury department.



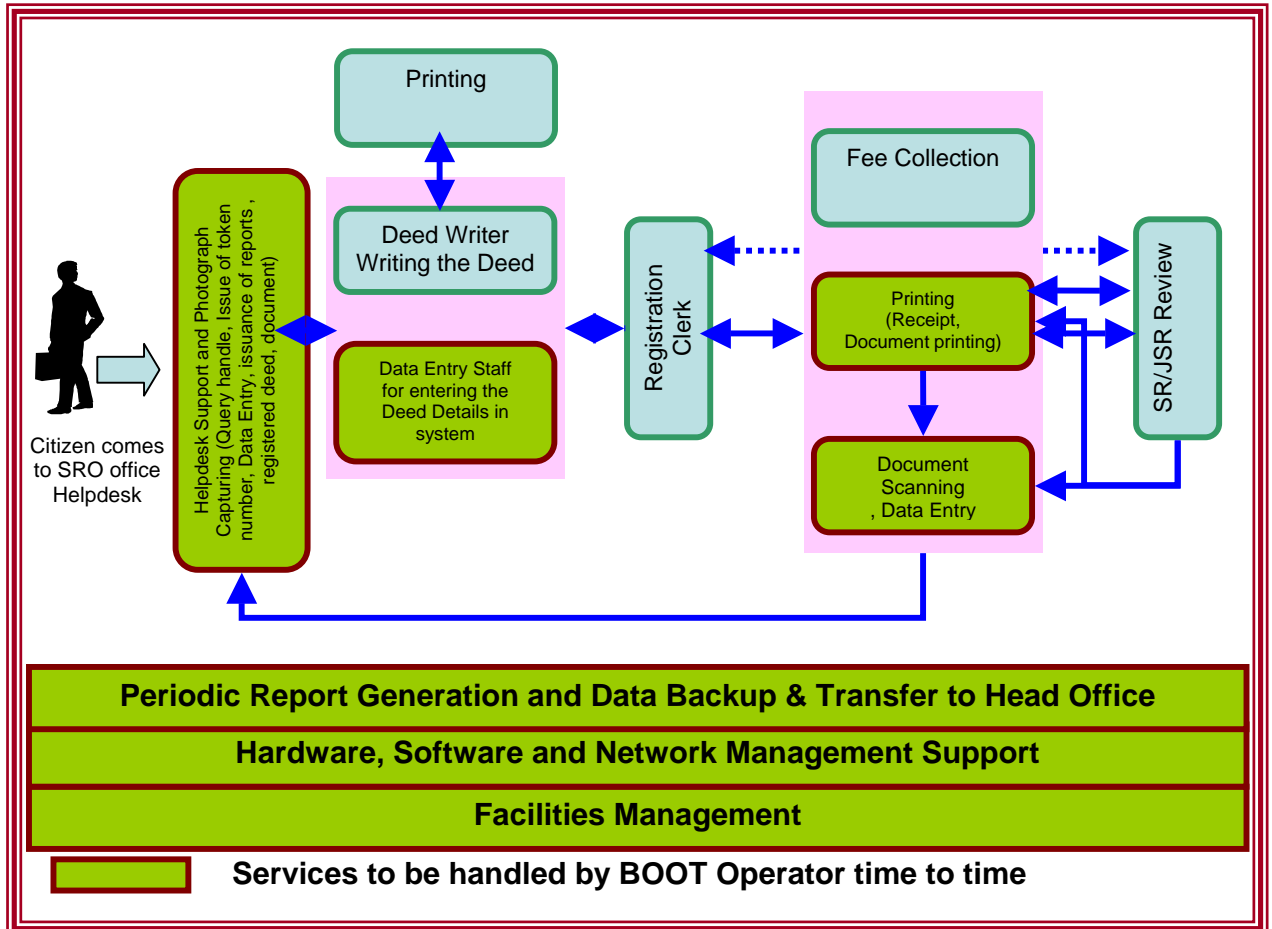
**Diagram 10**

**Orange box** = Services to be handled by private party

- (ii) **MIS Reports:** The DEOs will be responsible for generating various MIS reports and submitting to respective revenue officials. These reports can be reviewed by CRO and Deputy Commissioner for supervision and to keep track record of Nakal Centre operations.

## 10 Registration System Process

The following describes a brief outline of the operations envisaged in the registration offices:



### Step 1: Presentation

Citizens wanting to avail of the Help Desk facility are required to come to the Registration Office and get their Token Number. The same time the photographs of the parties and witnesses are taken. Every time a citizen wants to register, he has two options after getting his Token Number

#### 1. THOSE WHO HAVE READY-TO-FILE DEED DOCUMENT

He could come with the deed writer to one of the Deed Writer's dedicated terminals. The deed writer can access the computer using the id and password provided to him. Following this, he could choose the applicable

registration format and fill in the required details such as name of buyer, seller, property address etc.

## 2. THOSE WHO DO NOT HAVE READY-TO-FILE DEED DOCUMENT

The case when the Deed is already written by one of the Deed Writers but not entered into system. Data Entry operator Services can be used to get the data filled in PRISM.

Once the information is provided, the document can be accessed by the SRO staff. The time of entry of the Deed is recorded by the system to measure the actual time taken up to final delivery of document to the citizen.

### **Step 2: Checking of Documents**

Once the data is fed into the system, Registration Clerk (RC) calls the Token number and checks for the details filled in the system and supporting documents. RC issues an acknowledgement slip. An acknowledgement slip is printed on PRISM stationery. It also contains a serial wise acknowledgement number (this is a temporary number).

### **Step 3: Collection of Registration fees, user charges and additional Stamp Duty, if applicable**

Once the documents and details are checked by RC; the deficit stamp duty, if any, along with user charges and registration charges are collected at the cash counter. Fee collection clerk in turn issues a receipt against the sum of money received and update the system.

### **Step 4: Registration**

Once the documents are scanned, photographs and thumb impressions are taken, the details are checked by the RC and Fee is deposited. The SR/JSR calls the parties based on token number, scrutinizes the document thoroughly with reference to the applicable statutes and the adequacy of the paid duties. The SR/JSR is responsible for all acts of omission and proper revenue collection. The SR/JSR, who is authorized to accept cash from the party, if it is not paid at this stage, may also collect deficit stamp duty or ask them to submit the same to the cash counter. A computer receipt is printed and issued to the party.

- The SR/JSR approves the deed via biometrics. The document is given a document serial number (the serial numbers are consecutive). At this stage, the SR forwards the document to the attendant for paging and stamping.
- Witness and party signatures are affixed on the document.

The Document Completion Seal is given on the document along with the registrar signature. Then the document is sent for scanning.

#### **Step 5: Printing and Scanning**

The registration number is entered into the system and this is retained as the final registration number for all future reference. If not available in hard copy the registered deed is printed. The registered document is scanned and retained. After the scanning is completed, a return slip is generated that contains the date and time of registration.

#### **Step 6: Return of the registered document**

The document is returned to the parties who sign a copy of the return slip acknowledging the receipt of the documents.

#### **Step 7: Generation of reports**

The fee receipts are generated and printed immediately, whilst the main cashbook and daily summary reports are generated at the end of the day. Other similar reports are generated on a periodic basis for MIS purpose. MIS reports are sent daily through network to state headquarters. [Annexure-1](#) elucidates the reports to be printed by the BOOT operator as and when required.



## ANNEXURE 9 – PUNJAB SWAN – POINTS OF PRESENCE

The tentative list of Point of Presence (PoP) under Punjab SWAN is as follows:

### Punjab State Wide Area Network Point of Presence (PoP's)

<b>Main Hub</b>	<b>Address: Mini Secretariat, Sector 9, Chandigarh</b> <b>Telephone: 91-172-2742243</b>
<b>Additional PoP at Chandigarh</b>	<b>Address: Punjab Civil Secretariat, Sector 1, Chandigarh</b> <b>Telephone: 91-172-2740611</b> <b>(Distance from Main Hub – 4 Km)</b>

<b>Sr. No.</b>	<b>DISTRICT</b> <i>PoP – DC Office</i> Address Telephone No. (Distance from Main Hub)	<b>SUB DIVISION</b> <i>PoP – SDM Office</i> Address Telephone No. (Distance from DC Office)	<b>BLOCK</b> <i>PoP – BDPO Office</i> Address Telephone No. (Distance from SDM Office)	<b>Community Centres</b> <i>Pop-</i> Name of Village (Distance from BDPO Office)
<b>GURDASPUR DIVISION</b>				
1.	<b>GURDASPUR</b> DC Office,  Near Court  91-1874-230500  (270 Km)	<b>1. GURDASPUR</b> <i>SDM Office, Gurdaspur</i>  91-1874-230675  (50 Mtr.)	<b>1. GURDASPUR</b> <i>BDPO Office, Court Road</i> 91-1874-309601  (50 Mtr.)	Babowal (1.5 Km) Bathwala Berian(2 Km) Bhagwan(3 Km) Chawa(7 Km) Chayia (4 km) Mangal Sain (7 Km) Pahra (3 km) Gazni Pur (10 km) Tibber (8 Km)
			<b>2. DORANGLA</b> BDPO Office, College  Road  91-1874-280327  (13 Km.)	Bhagokawan (5 km) Neewan Dhakala (6 KM) Ucha Dhakala (5 km) Chagguwal (8 km)

			<b>3. DHARIWAL</b> BDPO Office, Near Bus Stand  91-1874-275174 (15 Km.)	Faijula Chakk (6 Km) Langah(4 Km) Johal Nangal(12 Km) Lehal (4 Km) Sohal (4 Km) Satkoha (12 Km) Zaffarwal (6 km)
			<b>4. KAHNUWAN</b> BDPO Office, Main Road  91-1872-235237 (16Km.)	Bhaini Mian Khan (10 Km)
			<b>5. DINA NAGAR</b> <i>BDPO Office, Gurdaspur Road, Near Police Station</i> 91-1874-220155 (16 Km.)	Paniar (5 Km) Dala (8 Km) Kalichpur (8 Km) Manj(3 km) Dodwan (5 km) Jharoll (13 km) Kunde Lalowal (9 km) Deeda Sainian (4 km) Behrampur (8 km) Bharial (18 km) Sandar (10 km) Miani Jhmela (9 km) Chechian Chourian (19 km)
		<b>2. PATHANKOT</b> <i>SDM Office, Dalhousie Road</i> 91-186-2220026 (40 Km)	<b>6. PATHANKOT</b> <i>BDPO Office, Dalhousie Road</i> 91-186-2220557 (50 Mtr.)	Jhakhwar(12km) Narot Mehra (12km) Aijpur Khurd(13km) Narangpur(15km)
			<b>7. SUJAN PUR</b> <i>BDPO Office</i> 91-1870-255312 (6 Km.)	Bhanwal (4 km)
			<b>8. BAMYAL</b> <i>BDPO Office</i> 91-186-2260568 (33 Km.)	Janial (7km) Gher (9km)

			<p><b>9. NAROT JAIMAL SINGH</b> BDPO Office, VPO</p> <p>Narot Jaimal Singh</p> <p>91-186-2269252 (31 Km.)</p>	<p>Fanwal (12 km) Harbat Pindi (14 km) Darsopur (13 km) Jhela Amada (14 km) Rattangarh (14 km) Sionti Taraf Narot (.5 km) Pakho Chack (14 km) Maan Singh Pur (4 km) Maira Kalan (10 km) Mangial (16 km) Jaswan (18 km)</p>
		<p><b>3. BATALA</b> SDM Court, Near Bus Stand</p> <p>91-1871-240036 (35 Km)</p>	<p><b>10. BATALA</b> BDPO Office, G. T. Road</p> <p>91-1871-241681 (500 Mtr.)</p>	<p>Mullanwal (3 km) Massain (7 km) Winjwan (7 km) Kalan Nangal (3 km)</p>
			<p><b>11. FATEHGARH CHURIAN</b> BDPO Office, VPO</p> <p>Chitorgarh</p> <p>91-1871-255521 (30 Km.)</p>	<p>Kala Afghana (8 km) Kastiwal(10 km) Marrar (12 km) Hardorawal (9 km) Nassarke (11 km)</p>
			<p><b>12. SHRI HAR GOBINDPUR</b> BDPO Office, Batala</p> <p>Road, Near Bus Stand</p> <p>91-1872-255440 (37 Km)</p>	<p>Ballarwal Pur(14 km) Ainokot Kalan (19 km) Chone(20 km) Widhwan (10 km) Bahadarpur Rajoya (18 km)</p>
			<p><b>13. QADIAN</b> BDPO Office, Dalla</p> <p>Maur, VPO Dalla</p> <p>91-1872-221129 (18 Km.)</p>	<p>Tharewal (7 km.) Kahiwan (3 Km)</p>

		<b>4. DHAR KALAN</b> SDM Office, Pathankot Dalhousie Road  91-1870-255305 (70 Km)	<b>14. DHAR KALAN</b> <i>BDPO Office, Pathankot  Dalhousie Road</i> 91-1870-255312 (1 Km)	Bhoon (100 Mtr)
		<b>5. DERA BABA NANAK</b> <i>SDM Office, Near  Dana Mandi</i> 91-1871-247420 (42 Km)	<b>15. DERA BABA NANAK</b> BDPO Office, Near Tehsil Office  91-1871-247228 (.5 Km)	Shahpur Goraya (10 km) Kotha (5 km) Dhianpur(16 km) Nikko Sarai(12 Km) Bhagtana Tullian (8 km)
<b>TOTAL No. (Gurdaspur)</b>		<b>SUB-DIVISIONS = 5</b>	<b>BLOCKS = 15</b>	<b>COMMUNITY CENTRES=74</b>
<b>No. of PoP's (Gurdaspur)</b>		<b>SUB-DIVISIONS = 4</b>	<b>BLOCKS = 13</b>	<b>COMMUNITY CENTRES=74</b>
2.	<b>AMRITSAR</b> <i>Court complex,  Ajnala Road</i> 91-183- 2226161 (250 Km)	<b>1 AMRITSAR – I</b> <i>SDM Office, Court  Complex, DC Office</i> 91-183-2226928 (10 Mtr)	<b>1 MAJITHA</b> <i>BDPO Office, Fatehgarh  Churian Road, VPO  Majitha</i> 91-183-2773326 (17 Km.)	Nangal Pannua (1.5 Km) Gallo Wali (4 Km)
			<b>2 JANDIALA GURU</b> <i>BDPO Office, Sarai Road</i> 91-183-2432156 (30 Km)	Bandala(6 km) Vadala jahal(6 km)
		<b>2 AMRITSAR – II</b> <i>Court Complex, Court  Complex, DC Office</i> 91-183-2228303 (10 Mtr)	<b>3 VERKA</b> <i>BDPO Office, Rani Ka  Bagh, Amritsar-II</i> 91-183-2401804 ( 300 Mtr.)	CDPO Verka Putligarh (3 Km)
		<b>3 BABA BAKALA</b> <i>SDM Office,  Gurdwara Road</i> 91-1853-245510 (40 Km)	<b>4 RAYYA</b> <i>BDPO Office. Ludhiana-  Amritsar Road</i> 91-1853-222080 (5 Km.)	Balsarai(10 km) Lidhar(6 km) Sathiala (7 Km) Jalal (9 Km)

			<p><b>5 TARSIKKA</b> Near primary health center, amritsar-mehta road 91-1853-267726 (27 km)</p>	<p>Jabowal (10km) Bagga (10km) Bhoewal (8 Km)</p>
		<p><b>4 PATTI</b> SDM Office, Court Road 91-1851-244940 (50 Km)</p>	<p><b>6 PATTI</b> BDPO Office, Court Road 91-1851-244126 (200 Mtr.)</p>	<p>Sabrah (14 Km) Chuslewar (6 Km) Dubli(14 km)</p>
			<p><b>7 BHIKHIWIND</b> Backside Police Station, Khakra road, Bhikhivind 91-1852-272033 9814501484 (20 Km)</p>	<p>Bhagwan Pura (9 Km) Pahowind (2 Km) Khalra (10 Km) Poohla (3 Km) Marikamboke (11 Km) Farandipur (2 Km) Bhikhiwind (50 Mtr ) Kalsian Khurd (14 Km)</p>
			<p><b>8 VALTOHA</b> Khemkaran Road, Near Bus Stand, Valtoha 91-1851-224297 (25 Km)</p>	<p>Amarkot (2 Km) Mehmudpura(5 km) Dasuwal (5 Km)</p>
		<p><b>5. TARN TARAN</b> SDM Office, Harike Road 91-1852-222555 (26 Km)</p>	<p><b>9 TARN TARAN</b> BDPO Office, Ferozepur Road 91-1852-222854 (1 Km)</p>	<p>CDPO Office, Taran Taran (1 Km)</p>
			<p><b>10 GANDI WIND</b> BDPO Office, Amrisat- Khemkaran Road 91-1852-260117 (25 Km.)</p>	<p>CDPO Office, Gandi wind at Chabhal Kalan (8.5 Km)</p>
			<p><b>11 NAUSHERA PANUAN</b> BDPO Office, Near Bus Stand 91-1852-247225 (15 Km)</p>	<p>CDPO Office, Naushera Panuan (500 Mtr)</p>

		<b>6. AJNALA</b>  <i>SDM Office, Air Port Road</i> 91-1858-221037 (25 Km)	<b>12 AJNALA</b> <i>BDPO Office, Near Court</i> 91-1858-221062 (500 Mtr.)	Jagdev Khurd 8km Awaan 15km
			<b>13 CHOGAWAN Panchan samti</b> <i>BDPO Office, Near Police Station</i> 91-1858-244401 (21 Km)	Grathgarh (7 Km) Riar (4 Km)
			<b>14 HARSA CHHINA</b> <i>BDPO Office, Amritsar-Ajnala Link Road</i> 91-1858-264107 (10 Km.)	Chak Sikandar (18 Km) Gagomahal (8 Km)
		<b>7. KHAHDUR SAHIB</b> <i>SDM Office, Court Complex</i> 91-1859-237358 (40 Km)	<b>15 KHAHDUR SAHIB</b> <i>Nagogi road, opp bus Stand</i> 91-1859-237222 (1 Km)	Khandur Sahib (1 Km)
			<b>16 CHOHLA SAHIB</b> <i>BDPO Office, Amritsar-HariK Road, Near Gurdwara Arjun Dev</i> 91-1859-248122 (25 Km)	CDPO Office, Chola Sahib (1 Km)
<b>TOTAL No. (Amritsar)</b>		<b>SUB – DIVISIONS = 7</b>	<b>BLOCKS = 16</b>	<b>COMMUNITY CENTRES=37</b>
<b>No. of PoP's (Amritsar)</b>		<b>SUB – DIVISIONS = 5</b>	<b>BLOCKS = 15</b>	<b>COMMUNITY CENTRES=37</b>
3.	<b>KAPURTHALA</b> <i>Court complex Near Bus Stand</i> 91-1822-233777 (185 Km)	<b>1. KAPURTHALA</b> <i>SDM Office, Court Complex, Near Bus Stand</i> 91-1822-233753 (100 Mtr)	<b>1. KAPURTHALA</b> <i>BDPO Office, Fuhara Chowk, Sultanpur Road,</i> 91-1822-232205 (150 Mtr).	Sidhwan dona (13km) Wadala Kalan (6 Km) Dhamn (6 Km) Durgapur (16 Km)

			2. <b>DHILWAN</b> <i>BDPO Office, Near Bus Stand</i> 91-1822-273447 (19 Km)	Lakhan Ke Padde (8 Km) Padde-Bet 6 Km Murar 10 Km
		2. <b>BHOLATH</b> <i>SDM Office, Kartarpur-Begowal Road</i> 91-1822-244202 (25 Km)	3. <b>NADALA</b> <i>BDPO Office, Jalandhar-Amritsar Road,</i> 91-1822-271829 (5 Km.)	-----
		3. <b>PHAGWARA</b> <i>SDM Office, Up Mandal Magistrate, Jalandhar-Ludhiana Road, Near Court</i> 91-1822-260201 (45 Km)	4. <b>PHAGWARA</b> <i>BDPO Office Jalandhar-Ludhiana Road, Near Court</i> 91-1824-260487 (100 Mtr)	Town Hall Phagwara (1/2 Km)
		4. <b>SULTANPUR LODHI</b> <i>SDM Office, Near Civil Rest House, Kapurthala Road</i> 91-1828-222525 (26 Km)	5. <b>SULTANPUR LODHI</b> <i>BDPO Office, Up mandal Complex, Kapurthala Road</i> 91-1828-222095 100 Mtr.	Kabirpur (10 Km) Kamalpur (10 Km) Tibba (14 km) Haibat pur (6 Km)
<b>TOTAL No. (Kapurthala)</b>		<b>SUB- DIVISIONS = 4</b>	<b>BLOCKS = 5</b>	<b>COMMUNITY CENTRES=12</b>
<b>No. of PoP's (Kapurthala)</b>		<b>SUB- DIVISIONS = 3</b>	<b>BLOCKS = 3</b>	<b>COMMUNITY CENTRES=12</b>
4.	<b>JALANDHAR</b> <i>DC Office, District Administration Complex, Near Bus Stand Jalandhar</i> 91-181-2224783 (150 Km)	1. <b>JALANDHAR – I</b> <i>SDM Office, District Administration Complex, Near Bus Stand Jalandhar</i> 91-181-2225007 (25 Mtr)	1 <b>JALANDHAR EAST</b> <i>Nakodar Road,gali no 5, Kothi No. 417</i> 91-181-2272945 (3 Km.)	Hazara (10KM) Pataara (8KM) Kotli Than Singh (17 KM) Talhan (8KM) Salempur Masandan (9KM) Kukar Pind (9KM) Salarpur (16 KM) Sofi Pind (6KM) Aladinpur (6KM) Sanaarpur (6KM) Bode Sapral (12KM) Partappura (10KM) Khambra (4KM)

			<p><b>2 ADAMPUR</b>  <i>BDPO Office, Near Govt. Senior Secondary school, Gazzipur Road</i>            91-181-2753240            (22 Km)</p>	<p>Dhogri (7KM)            Manko (7KM)            Ghudial (8KM)            Kandola (4KM)            Pandori Nijjran (4KM)</p>
		<p><b>2. JALANDHAR – II</b>  <i>SDM Office, District Administration Complex, Near Bus Stand Jalandhar</i>            91-181-2235115            (50 Mtr)</p>	<p><b>3 JALANDHAR WEST</b>  <i>BDPO Office, Company Bagh, Nehru Garden Road</i>            91-181-2282107            (1.5 Km.)</p>	<p>Bashesharpur (10 KM)            Kohala (20 KM)            Sarai Khas (7 KM)            Kurali (9 KM)            Khera Maza (12 KM)            Nogaja (14 KM)</p>
			<p><b>4 BHOGPUR</b>  <i>BDPO Office , Adampur Road, Near Railway Crossing</i>            91-181-2722054            (27 Km.)</p>	<p>Rani Bhatti (11 KM)            Khojki Pur (12 KM)            Mumand Pur (5 KM)</p>
		<p><b>3. NAKODAR</b>  <i>SDM Office, NoorMehal Road, Nakodar</i>            91-1821-220042            (25.5 Km)</p>	<p><b>5. NAKODAR</b>  <i>BDPO Office, Near DAV College, Shankur Road</i>            91-1821-220056            (500 Mtr.)</p>	<p>Bajwa Kalan (12 KM)            Talwandi Bharo (13 KM)            Chanian (9 KM)            Sarinh (8 KM)            Allowal (4 KM)            Akbar Pur Kalan (15KM)            Passarian (14 KM)</p>
		<p><b>4. SHAHKOT</b>  <i>SDM Office, Moga Road, Shahkot,</i>            91-1821-260991            (44 Km)</p>	<p><b>6. SHAHKOT</b>  <i>BDPO Office, Near middle office, main market Shahkot</i>            91-1821-260041            (500mtr)</p>	<p>Sohal Jagir (13KM)            Kakar Kalan (7KM)            Kangana (Gram Sabha Hall) (6KM)</p>
			<p><b>7. LOHIAN</b>  <i>BDPO Office, Lohian</i>            91-1821-276507            (21 KM)</p>	<p>Kang Khurd (6KM)            Nal (4KM)            Talwandi Madho (15 KM)</p>



		<b>5. PHILLAUR</b> <i>SDM Office , Nawanshehar Road</i> 91-1826-222600 (45 Km)	<b>8. PHILLAUR</b> <i>Opposite state bank of patiala ,court road Phillaur</i> 91-1826-222552 (100 mtr)	Dosanj Kalan (20 KM) Apra (10 KM) Nangel (2 KM) Lassara (16 KM)
			<b>9. NURMEHAL</b> <i>Near dana mandi, Jalandhar-phillaur road</i> 91-1826-242079 (21 Km )	Mao Sahib (16 KM) Koti Badal Khan (9 KM)Ramewal (6 KM)
			<b>10. RURRKA KALAN</b> <i>BDPO Office, Jandiala Road, Near Govt. High School</i> 91-1826-276021 (20 Km)	Daduwal (12 KM) Jandiala (10 KM) Pandori Mussarkati (9 KM) Sunar Khurd (6 KM) Samrai (12 KM) Dhesian Kahna (5 KM)
<b>TOTAL No. (Jalandhar)</b>		<b>SUB – DIVISIONS = 5</b>	<b>BLOCKS = 10</b>	<b>COMMUNITY CENTRES=53</b>
<b>No. of PoP's (Jalandhar)</b>		<b>SUB – DIVISIONS = 3</b>	<b>BLOCKS = 10</b>	<b>COMMUNITY CENTRES=53</b>
5.	<b>HOSHIARPUR</b> <i>Mini Secretariat Chd. - Hoshiarpur Road</i> 91-1882-220301 (132 Km)	<b>1. HOSHIARPUR</b> <i>SDM Office, Mini Sectt, Chd. - Hoshiarpur Road, Near Mahilpur Adda,</i> 91-1882-220310 (500 Mtr.)	<b>1. HOSHIARPUR – I</b> <i>BDPO Office, Jodher Mal Nagar</i> 91-1882-250998 (5 Km.)	Nasrala (8KM) Nanda Chour (20KM) Bassi Gulam Hassan (8KM) Bassi Purani (8KM) Hezam (14KM) Brahamjit(4KM)
			<b>2. HOSHIARPUR – II</b> <i>BDPO Office , Tanda Road, Civil lines</i> 91-1882-222339 (500 Mtr.)	Bohan (9KM) Patti (12KM) Chabbewal (12KM) Badial(13KM) Rajini Davi (14KM) Bajrawar (13KM) Jalowal (18KM) Bajwara(3KM) Salern (12KM) Sherarh(4KM) Jahan Khelan(8KM) Naru Nangal Khas (15KM)
			<b>3. BHUNGA</b> <i>BDPO Office Hoshiarpur- Dasuya Road</i> 91-1886-253430 (25 Km.)	Ambala Jattan(15KM) Fatehpur (13KM) Khangwari (25KM) Dhol Baha (15KM) Bassi Bazid (8KM) Dhakki (10KM) Rauwal(11KM) Chohak (12KM)

		<p><b>2. DASUYA</b> SDM Office, Jalandhar – Pathankot Road 91-1883-285022 (44 Km)</p>	<p><b>4. DASUYA</b> BDPO Office , Jalandhar – Pathankot Road 91-1883-255027 (30 Mtr.)</p>	<p>Chebkh Mehra (2KM) Ghogra(6KM) Check Kasim (3KM) Nagra(8KM)</p>	
			<p><b>5. TANDA</b> BDPO Office Near Bus Stand 91-1886-222028 (15 Km.)</p>	<p>Jhawan (4KM) Lipzin(7KM) Zahura(7KM) Dehriwal(6KM) Patti Miranpur (8KM)</p>	
		<p><b>3. GARH SHANKAR</b> SDM Office Chd - Hoshiarpur Road 91-1884-282022 (40 Km)</p>	<p><b>6. GARH SHANKAR</b> BDPO Office Office, Chandigarh - Hoshiarpur Road 91-1884-282037 (100 Mtr)</p>	<p>Kunail (5KM) Saila Khurd (10KM)</p>	
			<p><b>7. MAHILPUR</b> BDPO Office, Mahilpur-Phagwara Road 91-884-245252 (18 Km.)</p>	<p>Sarhala Kalan (14KM)</p>	
		<p><b>4. MUKERIAN</b> SDM Office, Jalandhar – Pathankot Road 91-1883-244441 (59 Km)</p>	<p><b>8. MUKERIAN</b> BDPO Office, Jalandhar-Pathankot Road 91-1883-244026 (1 Km.)</p>	<p>Harsa Masar (13KM) Bahadurpur Kalota (8KM) Nushera Pattan (7KM) Jandwal (10KM)</p>	
			<p><b>9. TALWARA</b> BDPO Office, Near Bus Stand 91-1883-236134 (26 Km.)</p>	<p>Palahar (7KM) Depur (15KM)</p>	
			<p><b>10. HAZIPUR</b> BDPO Office, Budhawara Road 91-1883-272305 (15 Km.)</p>	<p>Hazipur (1KM) Behbal Manj (10KM) Sarian (4KM)</p>	
		<b>TOTAL No. (Hoshiarpur)</b>	<b>SUB – DIVISIONS = 4</b>	<b>BLOCKS = 10</b>	<b>COMMUNITY CENTRES=47</b>
		<b>No. of PoP's (Hoshiarpur)</b>	<b>SUB – DIVISIONS = 3</b>	<b>BLOCKS = 9</b>	<b>COMMUNITY CENTRES=47</b>

6.	<b>NAWAN SHEHAR</b> <i>DC Office, Nawan Shehar</i> 91-1823-221301 (86 Km)	<b>1. NAWAN SHEHAR</b> <i>SDM Office, Nawan Shehar</i> 91-1823-220001 (300 Mtr)	<b>1 AUR</b> <i>BDPO Office, Near Police Station</i> 91-1823-245036 (12 Km)	Sheikhpur (15 Km) Bakhlaur(16 km)
			<b>2 NAWAN SHEHAR</b> <i>BDPO Office, Chd. Road, Opposite KC Tower</i> 91-1823-220007 (300 Mtr.)	Bheen (5 Km) Langroya (6 Km) Jabbowal (9 km) Jandla (15 Km) Jadia (15 Km) Chhokran (9 Km) Malakpur (25 Km) Muzaffarrpur (20 Km)
			<b>3 BANGA</b> <i>BDPO Office, Banga</i> 91-1823-260047 (16 Km)	Gadhani(9 km) Jandiall Mahi Gehilan (7 Km) Bhauran (9 Km) Chak Ramu (13 Km) Surapur (9 Km) Jindowal (2 Km) Soondh(18 km)
		<b>2. BALACHAUR</b> <i>SDM Office, Balachaur</i> 91-1885-220032 (20 Km.)	<b>4 BALACHAUR</b> <i>BDPO Office, Balachaur</i> 91-1823-220024 (100 Mtr.)	Thopia(6 km)
			<b>5 SAROYA</b> <i>BDPO Office, Saroya</i> 91-1823-230063 (23 Km)	Sahiba (8 km) Karawar(10 km) Pojewal(6 km) Chandiani Khurd (12 Km)
<b>TOTAL No. (Nawan Shehar) SUB – DIVISIONS = 2 BLOCKS = 5 COMMUNITY CENTRES = 22</b>				
<b>No. of PoP's (Nawan Shehar) SUB – DIVISIONS = 1 BLOCKS = 5 COMMUNITY CENTRES = 22</b>				
<b>PATIALA DIVISION</b>				
7.	<b>RUPNAGAR</b> <i>Near Canal Rest House, Mini Secretariate</i> 91-1881-221050 (42 Km)	<b>1. RUPNAGAR</b> <i>SDM Office, Near Mini Secretariat</i> 91-1881-221155 (0.2 Km)	<b>1. RUPNAGAR</b> <i>BDPO Office, Near Mini Secretariat</i> 91-1881-220562 (100 Mtr.)	Bahgo Majra (12KM) Bharatgarh(22KM) Bara Pind (23KM) Bind Rakh (20 KM) Parhi (12KM) Ralhoan(5KM) Beharampur Zimidera (8KM) Ghuanli (10KM) Dangoli (13KM) Thalli Khurd (10 KM)

			<p><b>2. CHAMKAUR SAHIB</b>  <i>BDPO Office, Near Govt. Veterinary Hospital</i>            91-1881-260132            (16 Km)</p>	<p>Pipal Majra (2KM)            Markronakalan (2.5KM)            Markeona Khurd (3KM)            Salampur (4KM)            Gagoon (4KM)            Chamkaur Sahib (500Mtr)            Sandhon (3KM)            Katlor (3.5KM)            Dhoulrian (4KM)            Basi Gujrain (5KM)            Mehtote (8K M)            Bhalyan (5KM)            Kere Afganghana (7KM)</p>
		<p><b>2. KHARAR</b>            SDM Office, Ropar Road, Near Chd.-            Kharar Bridge            91-160-280222            (32 Km)</p>	<p><b>3. KHARAR</b>  <i>BDPO Office, Backside bus stand, hospital road</i>            91-160-2280573            (500 mtr)</p>	<p>Rurkhi Pukta (5KM)            Jhanjeri (8KM)            Sibal Majra (7KM)            Gudana (15KM)            Bariali (5KM)            Kharar (2KM)            Gharaun (10KM)            Bakarpur (1KM)            Sohana (12KM)            Mohali (6KM)            SAS Nagar Phase -2 (7KM)            SAS Nagar Phase -3 B-1 (9KM)            SAS Nagar Phase -4 (9KM)            SAS Nagar Phase-11 (11KM)</p>
			<p><b>4. MAJRI</b>  <i>BDPO Office, Mullanpur-Barhwal Road, Majri Block</i>            91-160-2643033            (17 Km)</p>	<p>Mainpur Canger(8KM)            Palhari (7KM)            Naggalian (5KM)            Kahjarabad (6KM)            Parol (7KM)            Mudho Sangtian (7KM)</p>
		<p><b>3. ANANDPUR SAHIB</b>  <i>SDM Office, Nangal Road, Village Majaara, Near Telephone Exchange, Ward No. 1</i>            91-160-232036            (40 Km)</p>	<p><b>5. ANANDPUR SAHIB</b>  <i>BDPO Office, Near BSNL Building, Nangal Road</i>            91-1887-232107            (1 Km.)</p>	<p>Sukhahal (25KM)            Bhalan (15KM)            Sehjowal (27KM)            Surewal (25KM)            Rampur Sani (17KM)            Jawahar Market (17KM)            Melwan (26KM)            Mejowal (22KM)            Bhibour Sahib(23 KM)            Kalshera (25KM)            Brahampur (Lower ) (15KM)            Mchan (8KM)            Daroli (Lower ) (14KM)            Agampur (14KM)            Kiratpur Sahib (10KM)            Surewal (Upper ) (8km)            Meda Mazra (17KM )</p>

			<b>6. NOORPUR BEDI</b> <i>BDPO Office, Garhshankar Road, Opposite Petrol Pump</i> 91-1887-240424 (15 Km)	Pachanda (7KM) Saini Majra (1km) Sandoa (4KM) Nurpur Kalan (500Mtr) Batarla (16km) Barari (4KM) Bhani (4KM) Madhopur (13KM) Thana (5KM) Asmaanpur (Upperala)(4km) Saimbal Majra (500Mtr) Kahanpur Khuhi (14km)
			<b>7. MORINDA</b> <i>BDPO Office, Sirhind Road, Block Development &amp; Panchayat Office</i> 91-160-2632048 (30 Km)	Morinda (2KM) Domcheri (2KM) Chaklam (9KM) Badali (8KM) Rusulpur (7KM) Behbalpur (5KM) Dhangarli (6KM)
		<b>4. MOHALI</b> <i>SDM Office, PUDA Building, Phase-1</i> 91-172-2270503 (37 Km)		
<b>TOTAL No. (Rupnagar)</b>		<b>SUB – DIVISIONS = 4</b>	<b>BLOCKS = 7</b>	<b>COMMUNITY CENTRES = 80</b>
<b>No. of PoP's (Rupnagar)</b>		<b>SUB – DIVISIONS = 3</b>	<b>BLOCKS = 6</b>	<b>COMMUNITY CENTRES = 80</b>
8.	<b>LUDHIANA</b> New Court, Ferozepur Road,Ludhiana 91-161-2403100 (120 Km)	<b>1. LUDHIANA EAST</b> <i>SDM Office, Mini Sectt, Ferozepur Road</i> 91-161-2400150 (50 Mtr)	<b>1 LUDHIANA – I</b> <i>BDPO, PAU Complex</i> 91-161-2404838 (3 KM)	Dakha (17 Km)
			<b>2 LUDHIANA – II</b> <i>Distt Zila Parishad Complex</i> 91-161-2449428 (1KM)	
		<b>2. LUDHIANA WEST</b> SDM Office, ADC(D) Complex	<b>3 LUDHIANA – I</b> <i>BDPO, PAU Complex</i> 91-161-2404838 (1 KM)	

		91-161-2412555 (0.2 Km)	<b>4 LUDHIANA – II</b> <i>Distt Zila Parishad Complex</i> 91-161-2449428 (1KM)	
		3. <b>RAIKOT</b> SDM Office, Near Grain Market  91-1624-264283 (43 Km)	5 <b>RAIKOT</b> <i>BDPO,Raikot, Near Grain Market</i> (750 Mtr.)	
	6 <b>SUDHAR</b> <i>Near Khalsa College, Raikot Road,</i> 91-1624-275214 (15 Km)			
	7 <b>PAKHOWAL</b> <i>Pakhowal-Ludhiana road</i> 91-161-2866070 (15 Km)			
		4. <b>KHANNA</b> <i>SDM Office, Sirhind Road</i> 91-1628-221091 (45 Km)	8 <b>KHANNA</b> <i>BDPO Office, GT Road</i> 91-1628-233714 (2 Km)	Manak Majra(13 Km)
		5. <b>SAMRALA</b> <i>SDM Office, Near Bus Stand</i> 91-1628-262354 (40 Km)	9 <b>SAMRALA</b> <i>BDPO Office, GT Road</i> 91-1628-262216 (50 Mtr)	
	10 <b>MACHHIWARA</b> <i>BDPO Office, Samrala – Rahon Road</i> 91-1628-250039 (9 Km)			

		<b>6. JAGRAON</b> SDM Office , GT Road 91-1624-223256 (38 Km)	<b>11 JAGRAON</b> <i>BDPO Office, Tehsil road,  Near Bus Stand</i> 91-1624-223295 (300 Mtr.)	
			<b>12 SIDHWAN BET</b> <i>BDPO Office, Near Police  Station</i> 01624-240223 (13 Km)	Galib Kalan(16 km)
		<b>7. PAYAL</b> SDM Office , GT Road, Near Grain Market 91-1628-276892 (32 Km)	<b>13 DORAHA</b> <i>BDPO, Near , Railway  Road, Lakkar Bazaar</i> 91-1628-257013 (9 Km)	Bilaspur(10 km)
			<b>14 DEHLON</b> <i>BDPO, Malerkotla Roadr</i> 91-161-2850046 (20 Km)	Kila Raipur(5 km) Ghawaddi (4 Km)
<b>TOTAL No. (Ludhiana)</b>		<b>SUB – DIVISIONS = 7</b>	<b>BLOCKS = 14</b>	<b>COMMUNITY CENTRES =6</b>
<b>No. of PoP's (Ludhiana)</b>		<b>SUB – DIVISIONS = 5</b>	<b>BLOCKS = 12</b>	<b>COMMUNITY CENTRES =6</b>
9.	<b>SANGRUR</b> <i>DC Office, Mini  secretariat, Near  Bus Stand,  Sangrur</i> 91-1672-234004 (130 Km)	<b>1. SANGRUR</b> <i>SDM Office, Mini  secretariat, Near Bus  Stand, Sangrur</i> 91-1672-234260 (100 Mtr)	<b>1. SANGRUR</b> <i>BDPO Office, Near  Judicial Complex</i> 91-1672-234311 (750 Mtr.)	Balian (10KM) Ubhawal (7KM)
			<b>2. BHAWANIGARH</b> <i>BDPO Office, Near Sub  Tehsil, Kakra Road</i> 91-1672-272079 (22 Km)	Bakhopir (9KM) Bakhtri (11KM) Balad Kalan (7KM) Lakhewal (13KM) Majhi (5KM)
		<b>2. BARNALA</b> <i>SDM Office, Near Court  Complex, Bathinda Rd</i> 91-1679-230032 (40 Km)	<b>3. BARNALA</b> <i>BDPO Office, Handiyi  road,near court chowk</i> 91-1679-230072 (500 Mtr)	Manal (25KM) Bhaini Mehraj (23KM) Badra (25KM) Kaleke (17KM) Aspal Kalan (20KM) Pharwahi (5KM) Kattu (15KM)

			<p><b>4. SHEHNA</b>  <i>BDPO Office, Near bus stand, barnala-bajakhana road</i>            91-1679-270431            (15 Km)</p>	<p>Ugoke (7KM)            Pakhoke (7KM)            Jaimal Singh Wala (10KM)            Sehna (1KM)</p>
			<p><b>5. MAHAL KALAN</b>  <i>BDPO Office, Near bus stand, Ludhiana – Barnala road</i>            91-1679-255122            (20 Km)</p>	<p>Diwana (15KM)            Chuhanake Khurd (5KM)            Kirpal Singh Wala (5KM)</p>
		<p><b>3. MALERKOTLA</b>            SDM Office, Thandi Road, Near Truck Union            91-1675-253025            (35 Km)</p>	<p><b>6. MALERKOTLA-I</b>            BDPO Office            91-1675-253090            (1 Km)</p>	<p>Amargarh (15KM)            Banbhaura (8KM)            Chaunda (20KM)            Gowara (8KM)            Bhatian Khurd (25km)            Jainpur (10KM)            Rajindrapuri (10km)            Hathan (12KM)            Bagrian (20km)</p>
			<p><b>7. MALERKOTLA-II</b>            BDPO Office            91-1675-253089            (1 Km)</p>	<p>Kaganwal (15KM)            Kuthala (12KM)            Sadatpur (7KM)            Matoi (7KM)            Faloud Khurd (7KM)            Bhaur Hai Kalan (15KM)            Rohira (13KM)            Rasoolpur (26KM)</p>
		<p><b>4. DHURI</b>            SDM Office, Near Old Dana Mandi, Court Complex            91-1675-220561            (18 Km)</p>	<p><b>8. DHURI</b>  <i>Opposite SBP, Main Bazaar, Near Kakkarwal Bridge</i>            91-1675-220098            (1 km)</p>	<p>Dohla (3KM)            Dhandra (7KM)            Essi (17KM)</p>
			<p><b>9. SHERPUR</b>  <i>BDPO Office, Near Govt. civil Hospital, Barnala road</i>            91-1675-233404            (20 Km)</p>	<p>Kheri Kalan (3km)            Bhagwanpura (3km)            Inna –Bajwa (5km)            Barri (2KM)            Fatehgarh Panjgurian (8KM)            Katron (3KM)            Herike (4KM)            Balian (10KM)</p>



		<b>5. SUNAM</b> SDM Office, Patiala Road 91-1676-220070 (15 Km)	<b>10. SUNAM</b> BDPO Office, Patiala Road 91-1676-220054 (400 Mtr.)	Fatehgarh (22KM) Jharho (19KM) Kanakwal Bhangua (19KM) Chhajla (15KM) Diwangarh Kaimpur (28KM)
		<b>6. MOONAK</b> SDM Office, New grain market Committee Office 91-1676-276654 (60 Km)	<b>11. ANDANA</b> BDPO Office, Near Post Office 91-1676-274342 (1 Km)	Karail (5KM) Rajal Heri (6KM) Dudian (6KM) Bushera (7KM) Badalgarh (11KM) HANDA (9KM) Makorh Sahib (1KM) Andana (16KM) Bhaupur (18km) Kundli (10KM) Banasri (17KM) Bhoolan (14km)
			<b>12. LEHRA GAGA</b> BDPO Office, Opposite Polytechnic College 91-1676-272030 (18 Km)	Chotian (14KM) Bakran (15km) Bhutal Kalan (12 km) Bakhouran Kalan (10KM) Kotra Lehal (4KM)
<b>TOTAL No. (Sangrur)</b>		<b>SUB – DIVISIONS = 6</b>	<b>BLOCKS = 12</b>	<b>COMMUNITY CENTRES = 71</b>
<b>No. of PoP's (Sangrur)</b>		<b>SUB – DIVISIONS = 5</b>	<b>BLOCKS = 11</b>	<b>COMMUNITY CENTRES = 71</b>
10.	<b>PATIALA</b> Mini Secretariat 91-175-2367070 (72 Km)	<b>1. PATIALA</b> SDM office, Mini Sectt. 91-175-2213249 (50 Mtr.)	<b>1 PATIALA</b> Nabha Road Near DC Office 91-175-2363307 (100 Mtr.)	Sultanpur (15 Km.) Dadhera (8 Km.)
			<b>2 BHUNARHERI</b> BDPO Office, Near Bus Stand 91-175-2201156 (15 Km)	Masigan (30 Km.) Magar Sahib (35 Km.)
			<b>3 SANOUR</b> Near Moti Bagh, NIS 91-175-2309354 (8 Km)	Bhanra (10 Km.) Akor (10 Km.)

		2. <b>RAJPURA</b> <i>SDM Office, Near Bus Stand</i> 91-1762-224397 (27 Km.)	4. <b>RAJPURA</b> <i>BDPO Office, Near Bus Stand</i> 91-1762-224403 (500 Mtr.)	Pathri (3 Km.)
			5. <b>GHANOUR</b> <i>BDPO Office, Near Bus Stand</i> 91-1762-267455 (26 Km)	MARDAPUR (12 Km.) SEEL (12 Km.)
		3. <b>DERA BASSI</b> <i>SDM Office, Ambala Road</i> 91-1759-282224 (65 Km.)	6. <b>DERA BASSI</b> <i>BDPO Office, Ambala Road, Near Civil Hospital</i> 91-1762-280057 (2 Km)	Samgoli (25 Km.) Jarot (12 Km.)
		4. <b>SAMANA</b> <i>SDM Office, Old Samana</i> 91-1764-2227983 (32 Km.)	7. <b>SAMANA</b> <i>BDPO Office, Near Old Civil Hospital</i> 91-1764-220031 (500 Mtr.)	Fatehmajri (16 Km.)
			8. <b>PATTRAN</b> <i>BDPO Office, Dhadyal Road</i> 91-1764-243033 (35 Km)	Selwala (8 Km.)
		5. <b>NABHA</b> <i>SDM Office, Old Qila, Nabha, Distt. Court &amp; Library in Same complex</i> 91- 1765-220646 (26 Km)	9. <b>NABHA</b> <i>Near Railway Station</i> 91-1765-220317 (1 Km)	Khanookri (10 Km.) Paliankalan
<b>TOTAL No. (Patiala)</b>		<b>SUB – DIVISIONS = 5</b>	<b>BLOCKS = 9</b>	<b>COMMUNITY CENTRES=15</b>
<b>No. of PoP's (Patiala)</b>		<b>SUB – DIVISIONS = 4</b>	<b>BLOCKS = 8</b>	<b>COMMUNITY CENTRES=15</b>

11.	<b>FATEHGARH SAHIB</b>  <i>Mini Secretariat Backside Civil Hospital, Basi Road, Fatehgarh Sahib</i>  91-1763-232215 / 221340  (50 Km)	<b>1. FATEHGARH SAHIB</b>  <i>Old Tehsil Complex, Fatehgarh Sahib</i>  91-1763-232220  (.5 Km)	<b>1 SIRHIND</b>  <i>Sirhind Mandi, Sirhind</i>  91-1763-222088  (3Km)	Barkat Pur (15 Km) Jalweri Gehlan (8 Km) Dhatonda (18 Km) Suhag Heri (13 Km) Geon Pura (12 Km) Mehmoodi Pur (26 Km) Chor Wala (8 Km) Sarana (17 Km) Navi Pur (10 Km) Badochhi Kalan (11 Km) Channa (15 Km)
		<b>2. AMLOH</b>  <i>SDM Office, Qila, Amloh</i>  91-1765-230076 (30 Km)	<b>2 AMLOH</b>  <i>BDPO Office, Near Amloh-Lakha singh wala Road</i>  91-1765-230436  (2 Km)	Samaspur (12 Km) Lohar Majara Kalan (16 Km) Chulu Majra (4 Km) Bhambri (4 Km) Lakha Singh Wala (6 Km) Paheri (15 Km) Ram Garh (8 Km) Chater Pura (12 Km) Baronga Jer (8 Km) Bhadal Thua (3 Km) Bhaini Jer (4 Km) Chalan (4 Km) Jasran (10 Km) Khaniai (5 Km) Kanjari (14 Km) Ladpur (s) (12 Km) Lullon Khurd (11 Km) Narain Garh (5 Km) Shah Pur (6 Km) Salani ( 4 Km) Sounti (2 Km) Majri Mishre Wali (10 Km) Salana Dara Singh Wala (7 Km) Mallo Wal (13 Km)
		<b>3. BASSI PATHANA</b>  <i>SDM Office, Fatehgarh Sahib – Morinda Road, Bassi Patha)</i>  91-1763-250135  (6 Km)	<b>3 BASSI PATHANA</b>  <i>BDPO Office, Fatehgarh Sahib- Badesha Road</i>  91-1763-250043  (1Km.)	Dera Mir Meeran (4 Km) Ferozpur (7 Km) Damheri (5 Km) Fatehpur Jattan (10 Km) Karimpura (8 Km) Fatehpur Ariyan (3.5 Km) Dadiana (12 Km) Railon (8 Km) Badwala (8 Km) Baher (6 Km) Mahadian (4 Km)

			<b>4 KHERA</b> <i>Hansali Road, Khera</i> 91-1763-237004 (15 Km)	Ghel (8 Km) Ghadolian (24 Km) Rajender garh ( 4 Km.) Patarsi khurd (5 Km.) Badali Ala Singh(6 Km) Patarsi Kalan (10 Km) Chuni Kalan (9 Km) Khera (50 Mtr) Jamit Garh (5 km) Rasool Pur (13 Km) Jhampur (15 km) Mathi (5 km) Mehtab Garh (20 km) Hindu Pur (3 km) Kotla Bhai Ka Harna (18 km) Mukara Pur (8 Km) Mehmood Pur (8 km)
		<b>4. KHAMANON</b> <i>Samrala-Morinda Road, Khamanon</i> 91-1628-260700 (30 Km)	<b>5 KHAMANON</b> <i>Khamano-Badesha Road, Khamano</i> 91-1628-268195 (1 Km)	Suhavi (7 Km) Ranwa (4 Km) Sanghol (5 km) Nanowal (6 km) Dhianu Majra (7 Km) Barwali Khurd (8 Km) Kheri Nodh Singh (8 Km)
<b>TOTAL No. (Fatehgarh Sahib) SUB – DIVISIONS = 4</b>		<b>BLOCKS = 5</b>		<b>COMMUNITY CENTRES =71</b>
<b>No. of PoP's(Fatehgarh Sahib) SUB – DIVISIONS = 4</b>		<b>BLOCKS = 5</b>		<b>COMMUNITY CENTRES = 71</b>
<b>FEROZEPUR DIVISION</b>				
12.	<b>FEROZPUR</b> <i>Near Shershahwali Chowk, Muktsar Road</i> <i>Ferozpur cantt.</i> 91-1632-244008 (280 Km)	<b>1. FEROZPUR</b> <i>SDM office, Opposite Tehsil Office</i> 91-1632-244295 (2 Km)	<b>1 FEROZPUR</b> <i>BDPO Office, Near Joshi Palace, Malwal Road</i> 91-1632-22004 (1 Km.)	Khai Seme Ki (8 Km) Meera Shah Noor (10 Km) Bhalla Megha (5 Km) Utbewala (4 Km) Talle Gulam (16 km) Dhira Ghag (25 Km) Lakha Bheddi (15 Km) Kamalwala Khurd (12 Km) Kaaluwala (10 Km) Sooba Kadim (6 Km) Bhagwanpura (10 km) Assal (8 km) Khilchi Jadid (5 km) Ilmewala (16 km) Kuknewala (15 km)

			2	<b>GHALL KHURD</b> <i>BDPO Office, Near Police Station</i> 91-1632-256043 (21 Km.)	Lohgarh 10km Chugathe wala 17km Loham 11km	
			3	<b>MOMDOT</b> <i>BDPO Office, Sanke Road, Near Qila</i> 91-1632-262247 (25 Km.)	Rehem khurd 5km Karhma 5km	
		2.	<b>FAZILKA</b> <i>SDM Office, Badha Road</i> 91-1638-263374 (85 Km.)	4	<b>FAZILKA</b> BDPO Office , Near Railway Station 91-1638-262802 (200 Mtr.)	Bnanwahalwalta 5km Karli khera 5km
		3.	<b>JALALABAD</b> <i>SDM Office, Tehsil Complex</i> 91-1638-251336 (55 Km.)	5.	<b>JALALABAD</b> <i>BDPO Office, Mukatsar-Fazilka Road</i> 91-1638-250064 (1 Km.)	Chak khiva 19km Chak sotrian 12km
				6.	<b>GURU HAR SAHAI</b> <i>BDPO Office, Faridkot Road</i> 91-1685-23009 (20 Km.)	Baje Ke (9 Km.) J.K.Utaar (12 km) Bahader Ke (13 Km) Jawalgarh (15 Km)
		4.	<b>ABOHAR</b> <i>SDM Office, Civil Lines</i> 91-1634-221666 (120 Km.)	7.	<b>ABOHAR</b> <i>Sito Road, Near SDM court complex</i> 91-1634-220213 (5 Km)	Baluuaur (10 Km) Bahabwala (6Km) Dodawala (25 Km) Bhangala (15 Km) Khatwa (20 Km) Ghuriana (20 Km)
				8.	<b>KHUIAN SARWAR</b> <i>BDPO Office, Killian Wali Road</i> 91-1634-220371 (3 Km.)	Dharampura (13km) Dhamlirkhera (17km) Jandwala halwanta (19km) Khuian Sarwar (14km) Panjkosi (16km) Dhanaiwala (17km) Alamgarh (6km) Kalarkhera (25km) Panjava mandal (24km)

		<b>5. ZIRA</b> <i>SDM Office, Court Complex, Near Kot – ISE Khan Road</i> 91-1682-250166 (38 Km)	<b>9. ZIRA</b> <i>BDPO Office, Near Court, Dharmkok Road,</i> 91-1682-250525 (50 Mtr.)	Kassuana (10 Km) Loke Kalan (12 Km)
			<b>10. MAKHU</b> <i>BDPO Office, Amritsar Road</i> 91-1682-270587 (16Km)	Bahek Pacharian (6 Km) Khadoor (3 Km) Kudduala (6 Km)
<b>TOTAL No. (Ferozepur)</b>		<b>SUB – DIVISIONS =5</b>	<b>BLOCKS = 10</b>	<b>COMMUNITY CENTRES=62</b>
<b>No. of PoP's (Ferozepur)</b>		<b>SUB – DIVISIONS =5</b>	<b>BLOCKS = 8</b>	<b>COMMUNITY CENTRES=62</b>
13.	<b>MUKATSAR</b>  <i>DC Office, Mini Sectt.Near New Civil Hospital,doctor kehr Singh Bypass,Chakkbi r sarkar</i>  91-1633-263644 (260 Km)	<b>1. MUKATSAR</b> <i>SDM Office, Court Complex,</i> 91-1633-262031 (500 Mtr)	<b>1. MUKATSAR</b> <i>BDPO Office Kotakpura Road</i> 91-1633-262106 (4 Km.)	Maan singh wala (20km) Gulabanwla (18km) Thandawala (8km) Jabherwali (12km) Marar kalan (22km) Jandoke (20km) Nandgarh (25km) Sarainaga (16km) Sarhaunaga (16km)
		<b>2. MALOUT</b> <i>SDM Office, Abohar Road, New Tehsil</i> 91-1637-263001 (33 Km)	<b>2. MALOUT</b> <i>BDPO Office Malout Mukatsar Road</i> 91-1637-262108 (1 Km)	Kolianwali 10 Km Aulakh 12 Km Midda (18 Km) Jandwala Charat Singh 5 Km Rathrian(4 km) Virk Khera 8 Km Aspal 12 Km Dabra(25 km) Karam patti(30 km)
			<b>3. LAMBI</b> <i>BDPO Office, Malout-Dabwali Road</i> 91-1637-240307 (22 Km)	Bhullarwala 15 Km Lalbai 7 Km Mahuana 6 Km Phullu Khera 16 Km Mahni Khera 25 Km Dabwali Maico Ki 22 Km Abul Khura(10 km) Bhai ka keran(25 km) Kandu kheran(23 km) Badal (8 Km)

		<b>3. GIDDARBAHA</b> <i>SDM Office, Bathinda Road, Husnal Chowk</i> 91-1637-230295 (40 Km)	<b>4. KOT BHAI AT GIDDARBAHA</b> <i>BDPO Office, Bharu Chowk</i> 91-1637-230100 (1 Km.)	Fakarsar (10 Km) Manianwala (15 Km) Kothe Dashmesh Nagar (13 Km) Badian (15 Km) Kauni (30 Km)
<b>TOTAL No. (Mukatsar)</b>		<b>SUB – DIVISIONS = 3</b>	<b>BLOCKS = 4</b>	<b>COMMUNITY CENTRES=33</b>
<b>No. of PoP's (Mukatsar)</b>		<b>SUB – DIVISIONS = 2</b>	<b>BLOCKS = 3</b>	<b>COMMUNITY CENTRES=33</b>
14.	<b>MOGA</b> <i>DC Office, District Administrative Complex, LDH-FZR Road</i> 91-1636-234400 (180 Km)	<b>1. MOGA</b> <i>SDM Office, District Administrative Complex, LDH-FZR Road</i> 91-1636-234277 (150 Mtr)	<b>1 MOGA – I</b> <i>BDPO Office, Lottrian wali gali,court road</i> 91-1636-224278 (2 Km)	Butter (20km) Bahona (12km) Takanwadh (22km) Ajitwal (19km) Dala (12km)
			<b>2 MOGA – II</b> <i>Lottrian wali Gali,Court road</i> 91-1636-224277 (2 Km)	Dune Ke (3km) Singhawala (10km) Jhandeana Garbi (27km) Sadda Singh Wala (22km) Dagru (13km) Salina (10km)
			<b>3 DHARAM KOT</b> <i>Dharamkot – at Kot Ise Khan BDPO Office, Dharamkot Road</i> 91-1682-240041 (17 Km)	Bajeke (8km) Kot Mohamad Khal (15km) Inder Garh (17km) Kishanpura Kalan (22km) Talwandi Mallan (25km) Bahadurwala (22 Km)
		<b>2. NIHAL SINGH WALA</b> <i>SDM Office, Barnala – Bagha Purana Road,</i> 91-1636-254597 (43 Km)	<b>4 NIHALSINGH WALA</b> <i>BDPO Office , Barnala – Bagha Purana Road</i> 91-1636-245184 (300 Mtr)	Nangal (8km) Jwahar Singh Wala (4km) Khai (9km) Gajiana (6km) Khotte (6km) Didare Wala (7km)
		<b>3. BAGHAPURANA</b> <i>SDM Office, Muduki Road</i> 91-1636-240142 (23 Km)	<b>5 BAGHAPURANA</b> <i>Near chowk, Nihalsingh Wala road</i> 91-1636-240104 (800 Mtr)	Bhaloor (15km) Tharaj (17km) Mahla Khurd (15km) Sangat Pura (12km) Kotla Mehar Singh (7km) Panj Grain Khurd(16 Km)
<b>TOTAL No. (Moga)</b>		<b>SUB – DIVISIONS = 3</b>	<b>BLOCKS = 5</b>	<b>COMMUNITY CENTERS =29</b>
<b>No. of PoP's (Moga)</b>		<b>SUB – DIVISIONS = 2</b>	<b>BLOCKS = 4</b>	<b>COMMUNITY CENTERS =29</b>

<b>FARIDKOT DIVISION</b>				
15.	<b>FARIDKOT</b> <i>DC Office, Mini Sectt, Court Road</i> 91-1639-2510051 (225 Km)	<b>1. FARIDKOT</b> <i>SDM Office, Mini Sectt, Court Road</i> 91-1639-250840 (0 Km)	<b>1 FARIDKOT</b> <i>BDPO Faridkot, Talwandi Road, Opp. Dashmesh School Faridkot</i> 91-1639-250853 (1.5 Km)	Saliq(18km) Jand sahib (25km) Ratti rori(6km) Sadhanwala (23km) Dagro Romana(10 Km) Arayanwala Khurd(29km) Jhoksarkari (27 Km) Ghoniwala (22 Km) Dhilwan Khurd (19 Km) Sikhanwala (8 Km)
		<b>2. JAITU</b> <i>SDM Office Jaito, Near Market Committee Office, Jaitu</i> 91-1635-230200 (33 Km)	<b>2 KOT KAPURA</b> <i>BDPO Kotakpura, Kotakpura Faridkot Road, Near Railway Phatak</i> 91-1635-220102 (18 Km)	Panjgrahi kalan(9km) Sarawan(10km) Hari Nau (10km) Marrhak (23km) Dhapai (8 Km) Matta(12km) Ramaiana(32km) Gobindgarh(25km)
<b>TOTAL No. (Faridkot)</b>		<b>SUB – DIVISIONS = 2</b>	<b>BLOCKS = 2</b>	<b>COMMUNITY CENTRES=18</b>
<b>No. of PoP's (Faridkot)</b>		<b>SUB – DIVISIONS = 1</b>	<b>BLOCKS = 2</b>	<b>COMMUNITY CENTRES=18</b>
16.	<b>BATHINDA</b> <i>DC Office, Mini Seretariat,</i> 91-164-2219042 (230 Km)	<b>1. BATHINDA</b> <i>SDM Office, Mini Seretariat,</i> 91-164-2212525 (100 Mtr)	<b>1 BATHINDA</b> <i>BDPO Office, Bathinda</i> 91-164-2211575 (1 Km)	Burj Mehma (18 Km) Behman Diwana (12 Km) Chughe Khurd (10 Km) Deon (14 Km) Harraipur (16 Km)
			<b>2 NATHANA</b> <i>BDPO Office, Nathana-</i> 91-164-2750332 (25 Km.)	Bijuana (6 Km) Lehran khana(16 km) Bhani(7 km) Mari(8 km) Dilwan (5 km) Gobindpura(16 km)
			<b>3 SANGAT</b> <i>BDPO Office, Sangat</i> 91-1655-2426260 (25 Km)	Patharala(16 km) Shekhu (15 km) Pacca Khurd(12 km) Raike Kalan (13 Km) Kal Jharani(9 km)
		<b>2. TALWANDI SABO</b> <i>SDM Office, Talwandi Sabo</i> 91-1655-220241 (30 Km)	<b>4 TALWANDI SABO</b> <i>BDPO Office, Talwandi Sabo</i> 91-1655-220226 (3 Km)	Bheman kaur singh(10 km) Bangi ruldu(12 km) Mirziana(19 km) Laleana(10 km) Manwala (18 Km) Nangla (22 Km) Phulo khari ( 17 Km) Tarkhanwala (24 Km)



			<b>5 MOUR</b> <i>BDPO Office, Mour</i> 91-1655-230497 (20 Km)	Burj(8 km) Jodhpur pakhar(9 km) Rajgar kube(10 km) Ghaso khana(12 km) Bhai bakhtur(12 km) Maisar khanna(9 km)
		<b>3. RAMPURA PHUL</b> <i>SDM Office, Phul Town</i> 91-1651-248225 (32 Km)	<b>6 RAMPURA</b> <i>BDPO Office ,</i> Rampura 91-1651-220129 (7 Km)	Sooch(18 km) Gill khurd(18 km) Balian wali(13 km) Balloh (20 Km) Chauke (18 Km) Dhade (12 Km) Gharaila (15 Km) Harkishanpura (18 Km) Jaid (12 Km) Jhanduke (15 Km) Mandi Kalan (5 Km) Pirkot (19 Km) Rampura (2 Km)
			<b>7 PHUL</b> <i>BDPO Office , Phul</i> 91-1651-248227 (500 Mtr)	Chotian (5 Km) Kaloke (9 Km) Mehraj Patti Karam Chand (8 Km) Mahraj Patti Saul (7 Km)
			<b>8 BHAGTA</b> <i>BDPO Office , Bhagta</i> 91-1651-259529 (20 Km)	Hakam Singh Wala (10 Km) Koir Singh Wala (8 Km) Maluke (7 Km) Rajgarh (15 Km) Sirianwala ( 4 Km)
<b>TOTAL No. (Bathinda)</b>		<b>SUB – DIVISIONS = 3</b>	<b>BLOCKS = 8</b>	<b>COMMUNITY CENTRES=52</b>
<b>No. of PoP's (Bathinda)</b>		<b>SUB – DIVISIONS = 2</b>	<b>BLOCKS = 8</b>	<b>COMMUNITY CENTRES=52</b>
17.	<b>MANSA</b> <i>Court Complex</i> 91-1652-227700 (190 Km)	<b>1. MANSA</b> <i>Court Complex</i> 91-1652-232013 (0.2 Km)	<b>1. MANSA</b> <i>BDPO Office, Court Complex</i> 91-1652-232029 (2 Km)	Manbibrian(18 km) Khokhar kalan(8 km) Moosa(12 km) Nangal kalan(10 km) Makha Chahelan (17 Km)
		<b>2. BUDHLADA</b> <i>SDM Office, Near Truck Union, ITI Road,</i> 91-1652-253198	<b>2. BHIKHI</b> <i>BDPO Office, Barnala Road,</i> 91-1652-275505 (17 Km)	Attla khurd(4 km) Kisan garh pharmahi(6 km) Joga (18 Km) Phaphre Bhaikae (9 Km)

		(22 Km)	<b>3. BUDHLADA</b> <i>BDPO Office, Near Truck Union, ITI Road,</i> 91-1652-253030 (1 KM)	Bareh (6 Km) Alampur Mandran(11 Km) Datewas (8 Km) Ghandu Khurd (5 Km) Fullu Wala Dod (11 Km) Saida Walan (11 Km) Borawal (8 Km) Lakhmirwala (23 Km) Biroke Kalan (10 Km)
		<b>3. SARDULGARH</b> SDM Office, Upmandal Magistrate, 91-1659-250287 (45 Km.)	<b>4. SARDULGARH</b> BDPO Office, Ratia Road 91-1659-250301 (50 Mtr)	Fatta Maloka(12 km) Jattana kalan(9km) Karrandi(13 km)
			<b>5. JHUNIR</b> BDPO Office, Mansa- Sardulgarh Road, Near Bus Stand 91-1659-260324 ( 17 Km)	Mofer (10KM) Dhingarh (30 Km)
<b>TOTAL No.</b>	<b>(Mansa)</b>	<b>SUB – DIVISIONS = 3</b>	<b>BLOCKS = 5</b>	<b>COMMUNITY CENTRES=23</b>
<b>No. of PoP's</b>	<b>(Mansa)</b>	<b>SUB – DIVISIONS = 2</b>	<b>BLOCKS = 2</b>	<b>COMMUNITY CENTRES=23</b>

<b>TOTAL DISTRICTS = 17</b>	<b>SUB – DIVISIONS = 72</b>	<b>BLOCKS = 142</b>	<b>COMMUNITY CENTRES=705</b>
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<b>Total No. of PoP's DISTRICTS = 17</b>	<b>SUB – DIVISIONS= 54</b>	<b>BLOCKS = 124</b>	<b>COMMUNITY CENTRES=705</b>
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Two (Main & Mini Secretariat) Points of Presence (PoP's) at State Capital, Chandigarh

Total No. of PoP's (with Community Centers) = 900 + 2 = 902

Total No. of PoP's (without Community Centers) = 195 + 2 = 197

**Note:** After SWAN is implemented in the State the BOOT Operator is required to test and assure the connectivity between the Citizen Service Centers and State Data Centre for the purpose of uploading data from Citizen Service Center to the State Data Centre within 30 days thereafter.