

Agenda and the draft Proceedings of the Third
Executive Committee Meeting held on 10th of
November, 2004 at Chandigarh at 11.00 am

Punjab Land Records Society

H.O. Office of Director of Land Records, Punjab, Kapurthala Road, Jalandhar
T/F 0181-2254935, 2254018

ITEM NO.3.1

AGENDA

Appointment of Consultants in each District of the State of Punjab to coordinate the work of Computerisation of Land Records Project at the district level.

PURPOSE

1. To coordinate the work of Computerisation of Land Records.
2. To act as the System Manager.
3. Proposal is based on Karnataka "BHOOMI" Project.

PROCEDURE

1. Resolution 2.5 of Governing Council resolved that executive committee may finalize the recruitments and selections.
2. The educational qualification and compensation package have been prepared in consultation with DOIT.

PROPOSAL

1. Recruitment and selection work may be outsourced from Punjab Infotech Ltd. a State Government undertaking with usual terms and conditions.
2. Resolution 2.5 of Governing Council is enclosed as Annexure 3.1.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The Executive Committee resolved as under:

1. The proposal for outsourcing recruitment and selection work to Punjab Infotech Ltd. was approved with usual terms and conditions.
2. The Designation of the job work has been changed to '**System Manager**'.

ITEM NO.3.2

AGENDA

Approval for Training Programme of the Revenue Staff in the State of Punjab.

PURPOSE

1. Will help in smooth roll out of CLR Project.

PROCEDURE

1. The Proposal is attached as annexure 3.2.

PROPOSAL

1. Executive Committee is requested to ratify the scheme as approved by Chairperson of the Punjab Land Records Society.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The Executive Committee resolved to ratify the decision taken by the Chairperson of the PLRS.

Further more it was decided that only Celeron machines be purchased for training purposes which may be used for other offices of PLRS after the training is over.

ITEM NO.3.3

AGENDA

Approval of estimates to conduct the interior works and local area network in the Head Office of the PLRS located in the Director of Land Records, Office at Jalandhar.

PURPOSE

1. To create a Computer Lab/Room for technical and other staff of PLRS in the head office at Jalandhar.
2. To build a 30 seat Computer Training Lab.
3. To build a room for Servers and to house centralized UPS equipment.
4. To build a Lecture Theatre for Training and conference purposes.
5. To furnish Hostel rooms for boarding and lodging of the trainees.

PROCEDURE

1. Architect have been hired by the PLRS through press advertisement and three bid system who has prepared the estimates and who would provide end to end services for execution of the works.
2. Penal of Contractors for the work have been selected through press advertisement and by local committee comprising of PWD Engineers.

FINANCIAL OUTLAY

Financial outlay is given as under:

Sr.No.	Detail of work	Estimates
1	DLR office Building including class room, training Room etc	37,32,770
2	DLR office hostel building	27,24,838

PROPOSAL

E.C. is requested to approve the estimates so that the work can be carried out. The expenditure would be made out of the PLRS head office expenses.

ENCLOSURES

The detail construction and estimates are enclosed as annexure 3.3

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The Executive Committee resolved that the estimates are on higher side and the same may be reduced by lowering the specifications.

The specifications may be reduced in consultation with the DOIT.

Further more it was decided that the chairperson be authorized to approve the estimates and therefore this item may need not come to Executive Committee again.



ITEM NO.3.4

AGENDA

Approval to open up expenditure bank accounts for Tehsil and Sub-Tehsil offices.

PURPOSE

1. To enable the Tehsildars and Sub-Tehsildars to incur day-to-day operational expenditures.
2. Budget has already been approved by Governing Council of PLRS vide resolution no.

PROCEDURE

1. The District Executive Officer of PLRS i.e. DRO shall issue Cheques to Tehsildars and Naib-Tehsildars who shall deposit in the Tehsil/Sub-Tehsil expenditure account and incur expenditure as per Financial rules.

PROPOSAL

1. To authorize the Tehsildars and Naib Tehsildars to open expenditure account and incur expenditures as per procedure mentioned above.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

AGENDA

Approval of Estimates of Pholiriwal Pilot Project located at Jalandhar Tehsil.

PURPOSE

1. To demonstrate the PLRS Software and to operationalize Revenue services at Pilot scale.

PROCEDURE

1. Deputy Commissioner, Jalandhar has submitted the proposal as approved by the Implementation Committee of the Jalandhar

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

AGENDA

Approval of Estimates of Pholiriwal Pilot Project located at Jalandhar Tehsil.

PURPOSE

1. To demonstrate the PLRS Software and to operationalize Revenue services at Pilot scale.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

AGENDA

Approval of Estimates of Pholiriwal Pilot Project located at Jalandhar Tehsil.

PURPOSE

1. To demonstrate the PLRS Software and to operationalize Revenue services at Pilot scale.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

AGENDA

Approval of Estimates of Pholiriwal Pilot Project located at Jalandhar Tehsil.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

AGENDA

Approval of Estimates of Pholiriwal Pilot Project located at Jalandhar Tehsil.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The agenda item was approved.

DECISION POINT

Executive Committee is requested to approve the proposal.

--

RESOLUTION

The agenda item was approved.

ITEM NO.3.5

AGENDA

Approval of Estimates of Pholiriwal Pilot Project located at Jalandhar Tehsil.

PURPOSE

1. To demonstrate the PLRS Software and to operationalize Revenue services at Pilot scale.

PROCEDURE

1. Deputy Commissioner, Jalandhar has submitted the proposal as approved by the Implementation Committee of the Jalandhar

PROPOSAL

1. The proposal of DC Jalandhar is attached as annexure 3.5 which may be approved by the E.C.

FINANCIAL OUTLAY

Site preparation
Hardware
Data Entry
Software
Other equipments
Total

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The Agenda item was not taken up.

ITEM NO.3.6

AGENDA

To approve in principle creating video conferencing facility in DLR office through NIC network.

PURPOSE

1. Better Coordination with DC's and DRO's at the District Level.

PROCEDURE

1. Estimates would be prepared in consultation with NIC.
2. Expenditure would be made as per Financial Rules.

PROPOSAL

1. To approve the agenda.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The Agenda item was approved.

ITE M NO.3 .7

AGENDA

To allow recruitment of staff at the District and the Head office level.

PUR
POS
E

1.

2.

3.	er records and to follow proper procedures of PLRS. To run the PLRS as a professional body.
----	--

PRO
CED
URE

1.

- job Infotech or other authorized channels.
2. All recruitments on contract basis only.

PROPOSAL

SNo.	Post	Location	Qualification	Work	Compensation package
1	Accountant	Head Office	CA intermediate or M.Com with minimum of three years experience.	To maintain Computerised accounts with proper procedure.	Rs. 7000 per month
2	Stenographer	Head Office	As per Govt. of Punjab norms	To take notes an issue letters.	Rs. 7000 per month
3	Office Executives	Head Office (three) and one in each District.	Diploma in office management, or B.com. or retired official of Govt. or Semi Govt. Organization	To maintain Office records.	Rs. 5000 per month
4	Fully Trained Data Entry Operators of Land Records on monthly basis only	Districts	1. Complete Revenue system knowledge. 2. Punjabi typing speed 40wpm 3. Complete land Records system knowledge.	To complete the work of Data Entry wherever required. Will work on monthly basis	Rs. 6000 per month
5	District Accountants	One in each District	CA intermediate or M.Com with minimum of three years experience or retired Govt. or Semi Govt. accountant.	To maintain Computerized accounts with proper procedure.	Rs. 5000 per month

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The Executive Committee resolved as under:

1. While approving the proposal it was resolved that the services of the persons be taken strictly on job-work basis and not even on contract.
2. The Services of the Data Entry Operator be taken for one year only.

ITEM NO.3.8

AGENDA

To approve the rates of the Guest Faculty and Lab Assistants.

PURPOSE

1. To provide training to the Revenue Officers and Officials.
2. To create pool of faculty for the purpose of providing Revenue training to IAS, PCS, Tehsildars, Naib Tehsildars and other all India and State services like IPS, PPS, and Forest Department, Bank Officials etc.

PROCEDURE

1. Pool of faculty will be selected based on their knowledge in the area, General reputation and commitment.
2. Computer Training Lecturers and Lab Assistants would be selected through press advertisement.

PROPOSAL

The proposed rates are given in annexure 3.8

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The Agenda item was approved as proposed. However it was pointed out that for Lecturer of Revenue and Lecturer for preparation of Land Records, the duration of the Lecture should be One hour atleast. For Lecturer for Computer training and Lab Assistant one day means Seven hours work.

ITEM NO.3.9

AGENDA

To Purchase Steel racks for storing the old records of Pakistan and old allotment files of the Rehabilitation Department (DLR Record room).

PURPOSE

1. Old racks were made of wood and have since been discarded and disposed off.
2. New record room building erected for this purpose.
3. Old records are lying on the floor.

PROCEDURE

The Steel racks would be procured as per the DGSD rate contract and procedure.

PROPOSAL

Executive Committee is requested to approve the purchase of 200 racks.

FINANCIAL OUTLAY

About Eight (8) Lacs to be expended to approve the purchase of 200 racks.

DECISION POINT

Executive Committee is requested to approve the proposal.

RESOLUTION

The Agenda item was approved as proposed.