

**Proceedings of the first meeting of Board of Management (BoM), PLRS held under the Chairmanship of Sh. K.K.Bhatnagar, IAS, Financial Commissioner, Revenue, Punjab-cum- Vice Chairman, PLRS on 22<sup>nd</sup> June, 2006.**

**The following were present:**

1. Dr. Sawarn Singh, IAS,  
Commissioner, Jalandhar Division,  
Jalandhar.
2. Mrs. Anjali Bhawara, IAS,  
Commissioner, Patiala Division,  
Patiala.
3. Dr. Roshan Sunkaria, IAS,  
Commissioner, Faridkot Division,  
Faridkot.
4. Sh. Hussan Lal, IAS,  
Deputy Commissioner,  
Sangrur.
5. Sh. Arvinder Singh, PCS,  
Director of Land Records, Punjab,  
Jalandhar.
6. Sh. S.S.Bains, PCS  
Additional Secretary Revenue,  
Punjab, Chandigarh.
7. Sh. Sunil Vasisht,  
AD-IT, Department of Information Technology,  
Punjab, Chandigarh.
8. Sh. Parveen Garg,  
SSM, Department of Information Technology,  
Punjab, Chandigarh.

**[Agenda Item No. 2.1](#)**

**[Confirmation of proceedings of First meeting of Board of Management, PLRS](#)**

The proceedings of the first meeting of Board of Management meeting were circulated vide

No. PLRS/BOM/ 602-609 dated.10-4-2006

No comments have been received from any member of the Board of Management.

Therefore, the proceedings of the first Board of Management meeting may be confirmed.

## Agenda Item No. 2.2

### Action Taken Report on the first meeting of Board of Management held on 3rd April, 2006.

Agenda Item	Action taken
1.1 Action Taken Report on the Seventh Governing Council meeting held on 22nd December 2005.	No Comments are required.
1.2 Approval of the Budget estimates of the Punjab Land Records Society.	Revised budget is placed as agenda item No. 2.4
1.3 Recruitment and Selection of Project Managers in the Punjab Land Records Society.	Commissioner, Jalandhar Division (Chairman) has been requested to give date for meeting.
1.4 Appointment of Tehsil System Mangers for each Tehsil Hqrs.	Applications have been received and are under process. Written test will be fixed in the last week of July, 2006.
1.5 Filling up of vacant posts in the Punjab Land Records Society.	Applications have been invited and the last date of receipt of applications is 20/6/2006.

### **Agenda Item No2.3**

#### **Site Preparation for integrated Land Management System-**

##### **Super -A Category Tehsils.**

There are seven Tehsils in the State of Punjab namely, Jalandhar-1, Jalandhar-2, Amritsar-1, Amritsar-2, Ludhiana (East), Ludhiana (West) and Patiala, which have been categorized as Super-A Category Tehsils.( Number of Registration more 100 per day) The infrastructure is primitive and is in bad shape. There is no space for the sitting of the public in these offices, the public is put to great inconvenience. Even the staff does not have adequate space in the exiting building to work in a proper and condusive environment. On the other hand, we are charging Rs.150 per document as service charges but no facility is being provided to the public out of these collections.

It is proposed to construct new buildings for these super-A category Tehsils. In the proposed new buildings, besides the office of the Sub-Registrar, Data Entry Room, Fard Kendra, Server Room and a suitable waiting hall for the public would be provided.

It is, therefore, proposed that new buildings for these seven Super-A Category Tehsils may be constructed. The Deputy Commissioners have also given consent to the proposal. The Architect of the PLRS has prepared drawings and cost estimates, which comes to Rs xxxxxxxxxxxx. The same is attached as annexure 2.3-A.

**In so far as the execution of the work is concerned, the respective Deputy Commissioners will get the work done and the PLRS Architect will supervise the work. BOM may decide whether to float single tender at the central level or leave this matter to the Deputy Commissioners to float the tender and get the buildings constructed. In anticipation approval of the BOM, provision has been made in the budget for the year 2006-07. The proposal along with the estimates may be approved.**

**Agenda Item No. 2.4**

**Approval of the Budget Estimates of Punjab Land Records Society for the year 2006-07.**

**1. Receipt Estimates.**

Receipt of Rs.                      lac is anticipated during the year 2006-07 is as under:-

a. Facilitation Charges	Rs.	Lacs
b. Misc. Receipts	Rs.	Lacs

**2. Expenditure Estimates.**

The budget estimates have been prepared for all the offices of the Society after taking in to account their requirements. Budget provision to the tune of Rs.                      Lac has been made for 2006-2007 as under:-

<b>Sr No.</b>	<b>Name of the Office</b>	<b>Expenditure Budget (Rs. in Lacs)</b>	<b>Page No.</b>
1	Chairman, PLRS (RRM)		
2	Financial Commissioner, Revenue (Pb.), Chd.		
3	Commissioner of the Four Divisions of the State		
4	Member Secretary, PLRS, Jalandhar.(H.O.)		
5	Deputy Commissioner, Amritsar		
6	Deputy Commissioner, Kapurthala		
7	Deputy Commissioner, Jalandhar		
8	Deputy Commissioner, Nawanshar		
9	Deputy Commissioner, Gurdaspur		
10	Deputy Commissioner, Hoshiarpur		
11	Deputy Commissioner, Taran Tarn		
12	Deputy Commissioner, Ludhiana		
13	Deputy Commissioner, Patiala		
14	Deputy Commissioner, Roop Nagar		
15	Deputy Commissioner, Sangrur		
16	Deputy Commissioner, Fatehgarh Sahib		
17	Deputy Commissioner, SAS Nagar		
18	Deputy Commissioner, Ferozepur		
19	Deputy Commissioner, Bathinda		
20	Deputy Commissioner, Mansa		
21	Deputy Commissioner, Faridkot		
22	Deputy Commissioner, Mukatsar		
23	Deputy Commissioner, Moga		
	<b>Total</b>		

The detail of the budget of Sub Tehsil / Tehsil wise, Office of the President, District Implementation Committee of the PLRS in each district including newly formed district of SAS Nagar, Office of Commissioner of each Division, Office of Member Secretary, Office of Vice Chair Person and Office of Chairperson are placed at Annexure 2.4-A. Separate budget provisions for Taran Tarn District likely to be functional w.e.f. 01-07-2006, has also been provided for at the time of preparation of budget estimates of PLRS for the year 2006-07. Provision for Rs.11.35 crore has been made in the budget estimates for the year 2006-07 under the head “ Site Preparation” for Sub Registrar / Joint Sub Registrar offices in the State. The details of the drawing, design, and infrastructure being provided at each level showing in expenditure involved thereon are contained in Annexure 2.4-B.

The Board of Management (BOM) is requested to recommend the budget estimates to the Governing Council, PLRS for approval of budget for the Year 2006-07.

**Agenda Item No. 2.5**  
**Approval of Annual Accounts of PLRS**

The Punjab Land Records Society came into inception on 18-12-2003 and it started functioning wef 16-2-2004. Annual Accounts of Society commencing from the period from 16-2-2004 to 31-3-2005 titled as annual accounts for the year 2004-05 are placed at Annexure-2.5-A for consideration. The figures shown in the Balance Sheet are un-audited. Appointment of Chartered Accountants for statutory audit of the Balance Sheet is under active consideration of Board of Management vide agenda item No. 2.6.

The un-audited figures for the year 2004-05 along with schedules are placed before the Board of Management for appraisal of performance and financial health of the Society. The same may be approved.

**Agenda Item No. 2.6**

**Appointment of Auditor for the auditing of accounts of PLRS.**

The Governing Council vide resolution No. 5.5 had authorized the Chairperson to select a suitable auditor from the panel maintained by CAG and fix the remuneration package.

A proposal regarding selection of auditor for the audit of PLRS accounts was forwarded to the Chairperson of the Society and approval to this effect was received with additional condition that they (Auditors) should have audited accounts of firms / institutions with receipts/ expenditure of over rupees one crore per annum and such Auditor may be selected who have a valid empanelment number issued by the CAG of India. Such selection be put – up for post facto approval of the Governing Council.

Financial quotes for audit fee for the audit of annual accounts for both the year i.e. 2004-05 and 2005-06 were invited from all the 21 short listed firms selected out of 311 applications received against the advertisement published in the leading newspapers. The financial quotes were received from 12 firms. The lowest quotes offered by the firms are as under: -

<b>Sr No.</b>	<b>Name of Firm</b>	<b>District</b>	<b>Rates Quoted</b>
1	M/s Bhotoria Ganeshan & Co. Chd.	Amritsar	101400
2	M/s Bhotoria Ganeshan & Co. Chd.	Gurdaspur	91000
3	M/s Bhotoria Ganeshan & Co. Chd.	Hoshiarpur	67600
4	M/s V.P. Vijn & Co. Jal	Kapurthala	60000
5	M/s Bhotoria Ganeshan & Co. Chd.	Jalandhar	74100
6	M/s Bhotoria Ganeshan & Co. Chd.	Nawanshahr	33800
7	M/s Bhotoria Ganeshan & Co. Chd.	Ludhiana	101400
8	M/s Bhotoria Ganeshan & Co. Chd.	Patiala	67600
9	M/s Bhotoria Ganeshan & Co. Chd.	Rup Nagar	57200
10	M/s Bhotoria Ganeshan & Co. Chd.	Sangrur	101400
11	M/s K.K. Kapoor & Associates Ldh.	Fatehgarh sahib	49000
12	M/s Bhotoria Ganeshan & Co. Chd.	Ferozepur	101400
13	M/s Bhotoria Ganeshan & Co. Chd.	Moga	67600
14	M/s K.K. Kapoor & Associates Ldh.	Mukatsar	60000
15	M/s K.K. Kapoor & Associates Ldh.	Bathinda	89000
16	M/s K.K. Kapoor & Associates Ldh.	Faridkot	41000
17	M/s K.K. Kapoor & Associates Ldh.	Mansa	59000
18	M/s K.K. Kapoor & Associates Ldh. (Central Auditor)	Head Office, Jal.	50000
		<b>Total</b>	1272500

The rates of audit fee shown above includes the Traveling, Lodging and Boarding expenses, if any, incurred by the firm. The element of Service Tax is excluded from it. It is mentioned here that the aforesaid firms are empanelled with CAG of India and they fulfill the prescribed conditions. Moreover, it is added that the firms has been asked to furnish bank guarantee for Rs. 50,000/- or cash security of similar amount as security to the satisfaction of the Member Secretary of PLRS and to safe guard the interest of the Society. Financial Implication to the tune of Rs.13.00 lacs is involved for which sufficient provision has been

made in the budget estimates of the Society for the year 2006-07. The schedule fixed for the submission of the audit reports is as under:-

	<u>Year</u>	<u>Submission Date</u>
District Accounts	2004-05	Up to 30-09-06 to the Central Auditor
District Accounts	2005-06	Up to 31-12-06 to the Central Auditor
Head Office (along with consolidation compile of account of PLRS)	2004-05	Up to 31-10-06
Head Office (along with consolidation compile of account of PLRS)	2005-06	Up to 31-01-07

The Member Secretary, Punjab Land Records Society may be authorized to extend the period of submission of audit reports on genuine grounds.

It is proposed that the names of the above auditors and the audit fees shown against each unit for the year 2004-05 and 2005-06 may be recommended to the Governing Council for approval. It is further proposed that permission to allot the work to the auditor in anticipation of approval of Governing Council may also be accorded.



**Agenda Item No.2.7**

**Enhancement of compensation package of employees of Punjab Land Records Society.**

**The following officers/officials were taken in the Punjab Land Records Society on contract basis/job work basis/daily basis. Most of them have completed one year and some of them have completed two years also. Their compensation package is required to be enhanced. It is proposed as under:-**

Sl. No	Name of the assignment	No. of posts	Date of Joining	Initial compensation package i.e. first year	Proposed compensation package on completion of one year.	Proposed compensation package after completion of two years of service.	Remarks
1	Training Officer	One	4.6.2004	Rs.18000/- pm	-----	22000 /- (being revised after two years)	
2	Financial Controller	One	19.4.2005	Rs.12,000/- pm	Rs.14000/-		
3	Revenue Officers	Two	Sep/Oct, 2004	Rs.10,000/- pm	.....	Rs.12, 000 (After two years)	
4	Computer Instructors	Three	July,2005	Rs.700/- per day	Rs.800 per day		
5.	Computer Lab Assistants	Eight	July,2005	Rs.300 per day	Rs.400/- per day		
6.	Stenographer /Admn. Officer*	One	1.4.2005	Rs.7000 pm	10,000/-		
7.	Accountant	One	March,05	Rs.7000 pm	8000/-		
8.	Office Executives	Three	March,05	Rs.5000 pm	6000/-		
9	District Accountants	17		Rs.5000 pm	6000/-		
10	Office Executives at Districts	17		Rs.5000 pm	5500/-		

\* The present incumbent of Stenographer, being working as Personal Assistant to Member-Secretary, Punjab Land Records Society will be redesignated as Administration Officer.

The case is placed before the Board of Management, Punjab Land Records Society for approval. It is further proposed that compensation package for PLRS may be decided by the Executive Committee of the PLRS, in future.

**Agenda Item No. 2.8**

**Grant of Honorarium to employees.**

Shri Vishal Arora, a Clerk of the office of Director of Land Records, Punjab, is associated with the affairs of the Society right from the date it came into existence. All work pertaining to plans, policies, including preparation of RFP, selection of Technology Partner, correspondence with them etc, etc. is handled by him. He is also assisting the Member Secretary in day-to-day work, by sitting odd hours and even on Saturdays and Sundays to make the CLR and ROD projects a success. All meetings of Governing Council, Board of Management, Executive Committee, and the important meetings for the project i.e meetings of Technical Committee, pre-bid Committee and RFP Finalization Committee, State Level Project Review Committee of the PLRS are arranged by him by putting extra labour and sitting late hours in addition to his own duties assigned by DLR Office. He has been engaged in the Project of Integrated Land Management System. No extra honorarium/fee is paid to him. He is M.Sc. (Mathematics) First Division and He has also done Certificate in Computing (CIC) and one year Diploma in Software Management (DISM).

**In view of the above it is proposed that:**

- (1) He may be sanctioned honorarium at the rate of Rs. 2500/- (Rs. Two thousand five hundred) only per month out of PLRS funds till he remains attached with the affairs of the Society.
- (2) Reimbursement of his mobile bill may also be allowed as he uses his mobile in the interest of the Society. The BOM is requested to consider the proposal favorably and to approve it w.e.f. 06-05-2006.

**Agenda Item No.2.9**

**Hiring services of District System Managers.**

To provide district level support to the Implementation Committees, 17 District System Managers (one for each district) were recruited and deployed at district Headquarters at the consolidated compensation package of Rs.16000/- p.m. each. It is mentioned here that the matter regarding appointment of Consultants/System Managers for each district was placed before the Governing Council of the Punjab Land Records Society, in its second meeting, held on 18<sup>th</sup> May, 2004. Vide Resolution No.2.5, it was resolved that Consultants/System Managers may be appointed in each district of the State.

The State Government has recently formed a new district named Sahibzada Ajit Singh Nagar (Mohali) and the second district to be named, as Tarn Taran is likely to be declared in the near future. One District System Manager deployed at Bathinda is likely to resign. So we will have to hire three District System Managers. The matter is placed before the Board of Management for according its approval.

**Agenda Item No. 2.10**

**Approval for Selection of Technology Partner for Integrated Land Management System.**

The need for appointing a Technology Partner for the ILMS project arose because we have to buy the soft wares for the database, GIS and for other functionalities. Moreover, a need for external assistants was felt for filling the missing functionalities in the application software.

The selection of Technology Partner process was initiated in the month of May 2005 vide which Preliminary meetings with M/s. Microsoft Corporation India Pvt. Ltd. (Microsoft) and M/s. Oracle India Pvt. Ltd. (Oracle) were held on 4th May 2005 and 5th May 2005 respectively. Thereafter, both the proposed technology partners (Microsoft, Oracle) had multiple discussions with PLRS team and deputed their experts to study the requirements and the current application. Subsequently, the proposed technology partners were invited for a presentation-cum-discussion with the State regarding porting and revamping of the Integrated Land Management System Application and the back-end database to the most suitable platform and technology and integration of the Land Records Application with the Registration Application.

The proposal is to involve the solution providers Microsoft and Oracle for an end-to-end package including licenses, application & database revamping and porting, training to PLRS software professionals, hand-holding and aspects like language components, GIS, data security etc. The purpose of the same was to refine the Land Records Application, remove its deficiencies, add the missing functionalities, integrate the application with the Registration application (PRISM developed by NIC) and also, to resolve the issues like language component dependency & UNICODE conversion, GIS support, data security etc.

The presentation-cum-discussion with the proposed technology partners was held on 18th August 2005 wherein both the proposed technology partners presented their understanding of the requirements, discussed in brief their technologies & the proposed solution and expressed their keenness to work with the State.

Functional Requirement Specifications (FRS) and Selection Framework (SF) were prepared by consultants M/s. PricewaterhouseCoopers. These two documents were got approved by

the RFP Finalization Committee, in its meetings, held on 3<sup>rd</sup> November, 2005 and 23<sup>rd</sup> November, 2005. The proposal was sent to the Government, vide letter No. PLRS/SLMS/3143 dated 25<sup>th</sup> November 2005. The Government vide its Memo No. 8/24/2005-CH-2/10169 dated 9.12.2005 (Annexure-2.10-A) has approved the proposal for issuing document to both the Companies.

In pursuance to the above process the proposed technology partners were issued an additional functional requirements document prepared by PLRS technical team on the basis of which they were asked to submit their solution including detailed design, architecture, and proposed Bill of Material and the hardware and network sizing/configuration and submit financial offer based on Total Cost of Ownership (TCO) for the end to end solution for the entire project duration of five years. They were directed to interact with NIC (Punjab) team, as integration of both the applications is a key requirement.

**Both the Companies have submitted their bids, which were opened by the Technical Committee, constituted vide Resolution No.5.4 of the Governing Council of the PLRS on 9.1.2006. Technical bids were approved by the Government vide No.8/24/2005-CH-2/5087 dated 5/5/2006 (Annexure-2.10-B).**

**The compliance certificate and revised financial bids are to be submitted by the prospective partners on 26.6.2006. The board is requested to approve the selection of Technology Partner for Integrated Land Management System Project and authorize the Vice-Chairperson to finalize the selection and approve the contract with the selected partner.**

**Agenda Item No.2.11**

**Grant of Casual Leaves to the Personnel of Punjab Land Records Society**

Punjab Land Records Society was formed by the Punjab Government and it came into existence in the year 2004. Technical/non-technical personnel have been deployed in the Society. So far, no leave rules have been framed by the Society. As per Punjab Government Leave Rules, minimum ten casual leaves are being granted to its employees during a calendar year. The Society proposes grant of ten casual leaves during a calendar year to its personnel hired in the Society, in the State, who are on contract/job work basis. The case is placed before the Board of Management, for approval.

**Agenda Item No. 2.12**

**Amendment in Appendix-B of Financial Rules of PLRS**

Under the provision of the Financial Rules of PLRS contained in Appendix –B the purchases ranging from Rs.500/- to 19999/- are made after calling at least three quotations from the open market. With the increase in the rates and numbers of stores items the collection of three quotations has increased the work of purchase department many-fold.. Some times it becomes very much difficult to arrange an item of store of emergent nature exceeding Rs.500/- due to cumbersome and lengthy procedure for its procurement.

It is proposed that amendment in rules may be recommended by enhancement of existing limit of purchase from Rs.500/- to Rs.2500/- without calling the quotations. It is further proposed that substitution of Rs.2500/- instead of Rs.500/- in Appendix – B of the Financial Rules of the PLRS may also be recommended to the Governing Council for approval, so that necessary corrections slip is issued.

**Agenda Item No.2.13**

**Creation of Posts (One Steno-Typist and Four Office Executives / Clerks) in the Head Office of PLRS.**

There is only one post of Stenographer in the Head Office of the PLRS, against which Sh. Amrik Singh has been working. This official is attached with the Member Secretary and in addition to his duties as Stenographer in the PLRS, he is also working as PA to the Director Land Records, which post has been lying vacant. Besides he is also dealing with the recruitment of staff in the PLRS.

Besides the Member Secretary, following officers are also posted at the Head Quarter of the PLRS so as to run the work of the Society smoothly, but there is no Steno to attend to these officers in their day-to-day work.

- 1) Joint Member Secretary, PLRS
- 2) Financial Controller, PLRS
- 3) Revenue Officer, PLRS
- 4) Training Officer, PLRS

The existing ministerial staff in the Head Office of the PLRS (One Accountant and Three Clerks) is already over-burdened with the increase of day-to-day work in the Society's Head Office.

**In the recent past, 17 posts of District System Resolution No. 1.1**

**Action Taken Report on the Seventh Governing Council meeting held on 22<sup>nd</sup> December, 2005.**

Action taken report was noted.

**Resolution No. 1.2**

**Approval of the Budget estimates of the Punjab Land Records Society.**

The Board of Management examined the budget and made the following observations:

1. The Commissioners felt that there is no provision for providing racks for the record rooms of the Commissioner's offices, and suitable provisions may be made. Commissioner Faridkot desired that some provisions may be made for some projects which he wants to undertake during the financial year for which he would send the proposals to the Member Secretary. It was decided that the Commissioners may send the proposals for their offices and the Additional Secretary, Revenue will send the proposal for the office of Vice Chairman to the Member Secretary, PLRS within a week and the Board will take appropriate decision in the matter.



2. It was also decided to open the separate expenditure Bank Accounts for the Commissioners and they will maintain the annual accounts for it.
3. It was noted by the Board of Management that the accounts for the year 2004-05 are yet to be submitted by the districts of Gurdaspur, Hoshiarpur, Mansa and Muktsar and it was decided that the respective Commissioners would pursue the matter personally. No expenditure would be incurred in respect of these districts till the accounts are submitted.

With these observations the budget was kept pending till the next meeting of the BoM where the budget proposals would be submitted for suitable recommendations to the Governing Council.

### **Resolution No. 1.3**

#### **Recruitment and Selection of Project Managers in the Punjab Land Records Society.**

The Agenda item was approved with the observation that the search committee would comprise of following members:

1. Commissioner, Jalandhar Division, Jalandhar. Chairman.
2. Sh. R.K.Verma, IAS, Director, Technical Education. Member.
3. Director of Land Records, Punjab. Member-Secretary.

It was decided that the Committee would give recommendations including remuneration package for the Project Managers to the Vice-Chairman of the PLRS for final approval.

### **Resolution No. 1.4**

#### **Appointment of Tehsil System Mangers for each Tehsil Hqrs.**

The Agenda item was approved with the observation that the designation of the post may be Assistant System Manager instead of Tehsil System Manager.

### **Resolution No. 1.5**

#### **Filling up of vacant posts in the Punjab Land Records Society.**

The Agenda item was approved.