

Agenda and the draft Proceedings of the Fifth  
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.5.1

**AGENDA**

Confirmation of minutes of the previous meeting i.e. 30/12/2004 held at Chandigarh

**DECISION POINT**

Executive Committee is requested to confirm the proceedings.

RESOLUTION

ITEM NO.3.2

**AGENDA**

.Action Taken report on the decision of the Executive Committee.

Agenda Item	Action Taken
4.1 Confirmation of minutes of previous meeting	No action needed
4.2 Action taken Report on the decision of the Executive Committee	Almost Complete
4.3 Approval for the purchase of hardware/software and UPS for BOOT Operator in 17 SROs in the Sangrur distirct- Proposal by DC Sangrur	Action report is awaited from DC Sangrur
4.4 Approval of Estimates of Pholiriwal Pilot Project located at Jalandhar Tehsil.	Action report is awaited from DC Jalandhar.

RESOLUTION

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	
2	DLR office hostel building	

**PROPOSAL**

The E.C. is requested to approve the revised estimates made in consultation with DoIT on 24.1.2005. The expenditure would be made out of the PLRS head office expenses.

**ENCLOSURES**

Copy of the proceedings dated 24.1.2005 and the details of estimates are enclosed as annexure 5.3

**DECISION POINT**

Executive Committee is requested to approve the proposal.

**RESOLUTION**

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

**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

**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.