

**Proceedings of the fifth meeting of the Governing Council of Punjab Land Records Society, held under the Chairpersonship of Mrs. Rupan Deol Bajaj, IAS, Financial Commissioner, Revenue, Punjab, Chandigarh, on 29th March, 2005.**

**Following were present:**

1. Sh. N.S.Kalsi, IAS,  
Secretary-cum-Director,  
Department of Information Technology.
2. Sh.C.S.Srivastva, IAS,  
Commissioner, Patiala Division, Patiala.
3. Dr. Swaran Singh, IAS,  
Commissioner, Jalandhar Division, Jalandhar.
4. Sh. Bibek Sarkar, IAS,  
Commissioner, Ferozepur & Faridkot, Divisions.
5. Sh. R.K.Verma, IAS  
Deputy Commissioner, Kapurthala.
6. Sh. Arvinder Singh Bains, PCS  
Director of Land Records, Punjab.
7. Dr. Harkesh Singh Sidhu, PCS  
Additional Secretary, Revenue (H)
8. Sh. SivaRama Krishnan  
M/s PriceWateHouse Coopers Ltd.
9. Sh. Navdip Singh  
M/s PriceWateHouse Coopers Ltd.

At the outset the Governing Council before taking up the agenda placed on record its appreciation for Sh. N.S.Kalsi, Secretary IT, for his efforts in presenting the project of Registration of documents of the State, to the Cabinet Secretary, Govt. of India, wherein the best practices of the project was highlighted for adoption in other States.

**Resolution No. 5.1**

**Confirmation of the Proceedings of the Fourth Governing Council meeting held on 26th July, 2004, under the Chairpersonship of Mrs. Gurbinder Chahal, IAS, Financial Commissioner, Revenue, Punjab.**

The proceedings of the fourth meeting were confirmed.

**Resolution No.5.2**

**Action Taken Report of the fourth meeting of Governing Council held on 26th July, 2005 under the Chairpersonship of Mrs.Gurbinder Chahal, IAS, Financial Commissioner, Revenue, Punjab.**

Action taken report was noted.

**Resolution No.5.3**

**Approval of the Budget Estimates for the office of Minister of Revenue and Rehabilitation, Punjab, Office of the Financial Commissioner, Revenue, Punjab, Chandigarh, All the offices of Commissioners in the State, Head office of the Punjab Land Records Society i.e. Office of the Director of Land Records, Punjab and all the 17 Districts of the State.**

At the outset it was pointed out that actual receipt for the Financial Year 2004-05 should also be shown to depict the clear financial picture of the Society. The office wise budget at different levels was discussed as follows:

**Office of the Revenue and Rehabilitation Minister, Punjab:**

Provision for a Laptop Computer be provided for Revenue Minister and accordingly Capital Expenditure was raised to Rs. 60,000. Rest of the budget was approved.

**Office of the Financial Commissioner, Revenue, Punjab:**

1. Provision for two Laptop Computers one each for FCR and Additional Secretary, Revenue be made in the budget, overall provision may remain the same.
2. The word technical assistance be substituted for Project Manager.

3. Photocopying work be outsourced on per page basis.

**Office of the Commissioners in the State:**

Provision for a Laptop Computer may be made for each Commissioner and accordingly Capital Expenditure was raised to Rs. 60000 per Division. Rest of the budget was approved.

**Office of the Director of Land Records, Punjab and Member Secretary:**

The following observations/amendments were made in the Budget proposal:

1. The photocopying work may be outsourced on per page basis.
2. Regarding Sr.No. 7 in capital expenditure, it may be read as follows:  
Misc projects for improving the efficiency and effectiveness of the deptt. and for furtherance of the objectives of the Society.
3. Provision for purchase of IT equipments may be added for Rs. 5 Lacs to meet pending bills and for any other purchase.
4. Provision for Fard Kendra expenditure as already approved by the Govt. may be provided.
5. Provision for enhancement in the head of wages and salary of the staff may be added to meet the expenditure for enhancement in post of programmer from 2 to 4.
6. Provision for Audit Fee may be enhanced in view of the resolution passed by the G.C. to appoint CAG approved Auditors.
7. No provision has been made for consumables of IT and Office maintenance. Provision for Rs. 3 Lac may be provided for the same.
8. In order to curtail the recruitment of class-IV employees for maintenance and other sundry works it was decided to outsource the services and accordingly provision of Rs. 6.00 Lac may be provided to upkeep the three buildings of the DLR Office Complex, which includes the Patwar School, DLR Office, and the Central Records Room. In view of this the post of sweepers, un-skilled laborers and peons were to be disallowed. The posts of Data Entry Operator and Urdu Knowing Official were also disallowed and it was decided to outsource the services. The post of driver was allowed to fill up on job work basis. A post of an Officer at Sr.No. 17 on page 28 was abolished.

9. Provision for sufficient amount be provided for to meet the electricity bills of the PLRS in the Head Office @ Rs. 7000 per month.
10. No provision has been made for Advertisement Expenses. Provision for Rs. 6 Lacs may be provided for the same.
11. To meet the unforeseen running expenditure provision of Rs. 10,000 per month may be provided.

**Offices of the Deputy Commissioners and Executive Officers of the State:**

The following changes were allowed in the Budget proposal:

1. All Deputy Commissioners be provided with One Laptop Computer and accordingly one Desktop Computer be deleted from the Budget proposal.
2. While allowing purchase of Air Conditioner to the EOs it was decided that the electricity bill shall have to be paid by the DC Office.

**Offices of the Tehsildars and Naib Tehsildars:**

1. While discussing the capital expenditure for all the Sub-Registrars and Joint Sub-Registrars offices it was decided that no expenditure on computers peripherals or on Site Preparation be made before the decision on BOOT Model is made by the Governing Council. All such provision is con-committed after the approval of the Governing Council.
2. A provision for technical assistance may be made for each Tehsil @ Rs. 6000 per month. The Tehsil level assistance will take care of the Sub-Tehsils.
3. So far as Office Expenses are concerned in part C the word Man-Power be replaced by out sourcing of services and part time sweeper and watchman.be substituted with facility maintenance services.

**General:**

1. The Governing Council authorize the Chairperson to make any additional provisions in the Budget of the Society in view of the appointment of Vendor for the Computerisation of the Land Records Project or for the Registration Project.

2. The Governing Council further authorize the Chairperson to make any additional provisions in case of any important works to be taken by PLRS, or to enhance any provisions already provided in the Budget in different heads.

**Resolution No.5.4**

**Approval for the RFP for Computerisation of Land Records Project: the work includes Data Entry, Operationalisation, State Data Centre.**

At the outset the Chairperson distributed the D.O. Letter No.151/PA dated 28.3.2005 sent by Deputy Commissioner, Kapurthala.

Detailed discussion took place on the contents of the letter. The representative from the PriceWaterHouse Coopers took exception to the allegations leveled against them by the Deputy Commissioner. The Chairperson also took exception to the tendency of the Deputy Commissioner to write letters on the various issues without verifying the facts. He was advised to refrain from writing such letters when opportunity is afforded to all members of the Governing Council to express their point of view. The Deputy Commissioner apologized for the same and attributed it to information gap.

The various issues relating to RFP particularly the licensing issues, approach model, experience of other States in CLR and Registration Projects and various Public Private Partnership Models adopted in various Govt. of India Departments were discussed. After discussion it was decided to constitute the following sub-committee to finalize the RFP for Computerisation of Land Records Project:

1. Secretary-cum-Director, DoIT
2. Deputy Commissioner, Kapurthala
3. Deputy Commissioner Sangrur
4. Addl. Secretary, Revenue (H)
5. System Manager, DoIT
6. M/s PriceWaterHouse Coopers Ltd.
7. Director of Land Records, Punjab- Member Secretary.

The mandate of this committee is to complete the RFP after studying various issues and options before the State. The Sub-Committee shall submit the draft RFP to Financial Commissioner, Revenue, by 11th April, 2005. The Financial Commissioner, Revenue was authorized to approve and finalize the RFP. Thereafter, Member Secretary was authorized to take further action as per rules for selection of the Vendor.

The Governing Council further constituted the following Pre Bid Qualification and Technical Committee to evaluate the qualification and technical bids:

1. Deputy Commissioner, Kapurthala
2. Rep. of FCR
3. Rep of DoIT
4. M/s PriceWaterHouse Coopers Ltd.
5. Director of Land Records, Punjab- Member Secretary.

As the project of the CLR involves an outlay of Rs. 25 Crores or so, the Governing Council resolved that a high power committee be constituted to finalize the Financial Bids and take a final decision for the selection of vendor(s). The Governing Council recommended the constitution of the high power committee with following members:

Chief Secretary to Govt.of Punjab  
Financial Commissioner, Revenue, Punjab.  
Principal Secretary, Finance, Punjab.  
Principal Secretary, IT, Punjab.  
Secretary, IT, Punjab.  
M/s PriceWaterHouse Coopers Ltd.  
Director of Land Records, Punjab- Member Secretary.

The Governing Council further resolved that as CLR project has been delayed, therefore, there is no need to bring the final selection of vendor for approval to it again.

**Resolution No.5.5**

**Appointment of Auditor for auditing the accounts of Punjab Land Records Society..**

The Governing Council authorized the Chairperson to select a suitable Auditor from amongst the panel maintained by the C.A.G. and fix the remuneration package.

**Resolution No.5.6**

**Delegation of Financial Power to various categories of Officers for Punjab Land Records Society.**

The Financial powers were delegated to the various officers of Punjab Land Records Society as proposed in the agenda.