

Government of India
Ministry of Rural Development
Department of Land Resources

Notice Inviting Expression of Interest (EoI)
"G" Wing, NBO Building, Nirman Bhawan,
New Delhi

The Department of Land Resources in the Government of India is implementing the National Land Records Modernisation Programme (NLRMP) involving survey/resurvey of land using modern technology, computerisation of land records, digitisation of maps, computerisation of registration and mutation system and integration of all these into a seamless system with the ultimate goal of ushering in the system of conclusive titles with title guarantee to replace the current presumptive title system in the country.

The Department of Land Resources has decided to undertake a study on the system of land revenue, land records and land administration in the different States and UTs of the country. The basic objectives of this study are:-

- i. Study the system of land administration, land revenue, and land records in the States/UTs based on ground-level situation including the organisational set-up for land revenue administration.
- ii. Progress of computerization of land records; status of data entry completed, distribution of computerized copies of the records of rights (RoRs) to the landowners, whether manual issue of the RoRs stopped or not, whether legal sanctity provided to the computerized copies of the RoRs, whether land records data placed on the internet websites, access to financial institutions etc. of land records of information.
- iii. Study the system of preparation, updating and digitization of cadastral maps, integration of textual and spatial data etc.
- iv. To study the facilities provided by the states on citizen-centric services related to land and revenue information.

- v. Study the system of computerization of sub-registrar offices, automatic initiation of mutation notices after recording changes in the title, abolition of stamp papers, and guidance values/circle rates for registration process.
- vi. To study the Connectivity between revenue and registration set up.
- vii. System of maintenance and preservation of revenue records.
- viii. Status of survey and settlement operations-latest survey & settlement records available with the State, adoption of modern technology like GPS and ETS for survey/resurvey work undertaken by the States/UTs.
- ix. Existing Revenue & Training infrastructure viz. number of the training institutes, whether equipped with modern survey equipments and computer system etc., number of batches and revenue officials being training every year, topic covered.
- x. To study the state of readiness of State/UT in reaching the stage of conclusive titling.
- xi. In order to study the above system, the States and UTs may be grouped into five categories as indicated below:-
 - (a) All the North-Eastern States including Sikkim
 - (b) States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and UTs of Puducherry, Andaman & Nicobar Islands and Lakshadweep
 - (c) States of Haryana, H.P., J&K, Punjab, UT Chandigarh and NCT of Delhi
 - (d) States of Goa, Gujarat, Maharashtra, Rajasthan, Dadra & Nagar Haveli and Daman & Diu
 - (e) States of Chhattisgarh, Madhya Pradesh, Uttar Pradesh, Bihar, Jharkhand, Orissa, Uttarakhand and West Bengal

The report should be prepared for each group of States/UTs. Interested organization/institute is free to apply for any of the five groups of States and may also give the preference for the group.

The Department of Land Resources in the Ministry of Rural Development invites expression of interest from reputed institutes/organizations to undertake the foresaid study. The scope of work and deliverables of the study are indicated in the **Annexure** which can be down loaded from Department website www.dolr.nic.in.

General Information/Eligibility

- (a) Interested institutes/organisations should submit following documents with the Expression of Interest.
- Profile and track record of the interested organisation/institute.
 - Audited balance sheet for the last three financial years.
 - Photocopy of the PAN issued by the income tax department.
 - Relevant documents in support of experience in the related field.
 - A brief presentation on the proposal depicting the details of proposed project.
- (b) Last date for submission of Expression of interest is 04.03.2010 up to 1400 hrs.
- (c) The same will be opened the same day at 1500 hrs.
- (d) Financial offers will be invited from the qualified bidders only.
- (e) All expression of interest should be addressed to:
- Deputy Adviser (LR),
Department of Land Resources
Ministry of Rural Development
Room NO.110, 'G' Wing, NBO Building
Nirman Bhawan, New Delhi-110 001
- (f) The right of acceptance/rejection of any offer shall remain reserved with the Department of Land Resources without assigning any reason.
- (g) No applicant shall be entitled for any compensation whatsoever for rejection of his application.

Deputy Adviser (LR)
Department of Land Resources

Scope of work and deliverables of the study on Land Revenue & Land Management System to be taken up by various institutes

Section A: Background Information

This chapter should be devoted for indicating the physical feature of the state viz. geographical area (in sq Km) classified by urban, rural, forest, number of revenue divisions, number of revenue districts, number of sub-divisions, number of tehsils/taluks/mandals, number of revenue circles/RI circles/patwar circles, number of development blocks, number of police stations, number of gram pahchayats, number of revenue villages, number of land parcels classified by rural and urban, number of existing cadastral maps classified by rural and urban. Types of Land Revenue Systems in the State. Types of RoRs and other attributes data. Technologies used for various types of RoRs and other attributes data.

Section B: Organizational set-up

A narrative report on the organizational set up including the administration hierarchy and organizational chart for the following items should be included in this chapter viz. (i) Land Revenue Administration (ii) Land Records (iii) Survey & Settlement (iv) Registration (v) Consolidation of land holdings (vi) Revenue and Survey training (vii) Map printing/management (viii) Land Reforms (ix) Board of Revenue (single or multi-member) and (x) any other related set up.

The above information will help in studying the existing land administration, land revenue and land records in the States/UTs based on the ground level situation. Further, is there any mechanism, structural and/or functional, for integration or coordination among the above; or, if any such mechanism is proposed or envisaged in the near future?

Section C: System & Processes

This section should give a narrative report covering the following key systems and processes related to the creation, updation, maintenance, custody and distribution of land records-textual as well as spatial records (maps), as they exist currently in the concerned State/UT, and also any initiative underway proposed to change existing system.

1. **Mutation**

(a) The system of mutation followed in the State/UT- a brief description of the process (b) the latency in the mutation process-the average time taken from recording change in ownership to effecting the changes in the records of rights and maps (c) agency authorized to dispose of undisputed mutations (d) the procedure for settling disputed mutation cases (e) the number of mutation cases pending in the State/UT, and assessment of the time required to clear this backlog and (f) method of post mutation record correction.

2. **Cadastral maps**

(a) The system of preparation of cadastral maps, (b) the system followed for updating the cadastral maps (c) the process of data capture for preparation/updating of maps (d) current status of updation of cadastral maps, and your assessment of the time required to make them up-to-date (e) status of digitization of cadastral maps (f) status of mosaicing of the maps (g) number of FMBs/village maps per village (h) the size of the total work undertaken and the cost incurred (i) time required for completing vectorization of map sheets in the State/UT.

3. **Records of Rights (RoRs)**

(a) The system for updating the RoRs (b) current status of updation of RoRs, and assessment of the time required to make them up-to-date (c) agency custodian for the RoR (d) agency authorized to give out RoR copies to the public, (e) whether RoRs distribution manually or computerized?

4. **Integration of textural and spatial data**

(a) Whether the system is in place for integrating textural and spatial RoR data, so that RoRs with maps-to-scale could be given out to the public (b) any such system is being developed or proposed to be developed, and estimated time requirement (c) How are the agencies integrated?

5. **Other village records**

(a) The system for periodic reconciliation of village records including the annual crop and land use data (b) nomenclature of the various revenue records and processes followed in the State/UT (and their equivalent terms

in English) (c) other type of data/certificates being issued to the citizen, (d) Is it through government or PPP mode? (e) Is it self sustaining or subsidized, (f) user charges (g) in PPP model, how is information updated?

6. Maintenance and preservation of revenue records

(a) The system for maintenance, storage and preservation of revenue records (b) scanning for preservation and archival of records undertaken or proposed, and estimated time requirement, (c) number of records to be scanned, (d) costs involved.

7. Land passbooks

(a) Whether land passbooks have been introduced in the State/UT (b) If yes, the information provided in the passbooks (c) ideas for issuance of computerized land passbooks, (d) how passbooks are updated, (e) to what uses are they put.

8. Survey and settlement

(a) Are the survey & settlement operations going on at present in the State/UT-if yes, in which districts, and when are they expected to be completed (b) recent revised settlement done in how many districts (c) The oldest settlement records in the State/UT, (d) methodology used (e) cost per hectare.

9. Adoption of modern survey technology

(a) Whether ETS and GPS are being used in the State/UT for survey/resurvey and the old system of *laltha and chain* discontinued (b) Status of aerial photography undertaken in the State/UT for land records purposes (c) whether high resolution satellite imagery (HRSI) has been acquired, or proposed to be acquired, for land records purposes in the State/UT, (d) areas for which technology is yet to be evolved.

10. Consolidation of holdings

(a) Efforts made for consolidation of holdings in the State/UT and its current status (b) the system followed for updation of land records following consolidation; (c) inter linkage with other agencies/departments, (d) pending court cases.

Section D: Status of Computerization of land records

This section should indicate the number of computer centres set up, at (a) tehsils/taluks/mandals, (b) revenue circles, (c) sub-divisions (d) districts, (e) revenue divisions (f) State headquarters. (ii) Progress of RoR data entry, in terms of volume of data, geographic coverage, e.g., tehsils/taluks, etc., and validation of the data entered (iii) status of entry of other land attributes data, such as crop and land use data (iv) status of India language interface (details, as applicable in that State, covering the system and technology adopted; whether data stored in ASCII, Unicode or other solutions; and other aspects) (v) design of computer centres and usage.

Section E: Registration

(i) This section should give the details of the computerization as regards to registration system (a) number of SROs in the State/UT (b) number of SROs where computerization process completed (c) number of SROs where computerization process going on, and time for likely completion (d) number of SROs for which computerization planned, and time for likely completion (ii) number of years for which records are being checked for issuance of encumbrance certificates (iii) whether legacy data for the required length of time have been entered for computerized issue of encumbrance certificates (iv) whether guidance values/circle rates are available which is required for registration, if so available online and built into registration process or not, frequency of updating guidance values (v) availability of property value on-line or not (vi) Whether each property indexed and data computerized (vii) abolition of stamp paper by the State/UT, if yes, the mode of payment of stamp duty & registration fee (e.g., franking, banks, treasury, etc.) (viii) whether Automatic initiation of mutation notices after recording change in title, (ix) time taken for registration (x) pending mutation entries, (xi) inter linkage with other departments and with credit/development agencies.

Section F: Connectivity among Revenue Offices

(a) A write-up covering the technology opted for, costs and time involved, and other aspects should be mentioned in this section (b) the names of such districts the technology opted for, costs and time involved, and other aspects including the time of likely completion in the entire State/UT

Section G: Inventory of Data & Resources

(i) This section should indicate the existing inventory of data and resources available in the State/UTY (a) Volume of digital data textual and

spatial-pertaining to land (b) Volume and type of land revenue data in different systems (ii) resources available, or that could be made available covering particularly (a) Programme management (b) Human resources for programme operations (c) Capacity building to meet critical gaps (d) Technological resources: in-house & outsourced (e) Procurement management (tendering, vendor development and other relevant aspects (f) Capacity for outsourcing

Section I: Revenue & Survey Training Infrastructure

A Para indicating the location and number of State Revenue and Survey Training Institutes, availability of modern survey equipment and computer facilities, number of batches trained every year, average persons trained per batch, topics covered; use of skills imparted in the training used in the field operations and any other relevant aspects should be given in this section. Number of untrained personnel and how proposed to be trained may also be indicated.

Section J: Revenue Manuals and Forms

1. Revenue Regulations & Manuals: The list of Revenue Regulations and Revenue Manuals in use in the State/UT along with the dates when they were last updated should be mentioned.
2. Land-related Forms & Registers: the list of land-related forms and registers in use in the State/UT, indicating their local names and purposes for which used should be mentioned. Also indicate if any of these documents has been computerized.

Section K: Citizen Services

In this section the details of citizen services provided to the public should be mentioned viz. (i) Distribution of computerized copies of RoRs (ii) whether copies given free of charge or on payment basis and indicate the amount charged per page/document (iii) Whether manual issue of RoRs has been stopped (partially/whole state) (iv) plans for stopping manual issue of RoRs (v) whether legal sanctity proved to the RoR, if yes, give details of authentication mechanism (vi) whether other land attributes certificate issued through computers, viz. Caste certificate, domicile certificate, income certifications (vii) Whether RoRs data have been placed on web, if not, indicate plan, (viii) Physical infrastructure used for service delivery like Dedicated kiosks, Common service centres, or others, (x) whether third-

party/private sector service providers involved in service delivery (xi) whether computerized land passbooks issued, (xii) whether system/data access given to Cooperatives/other credit institutions etc.

Section L: Perspective Plans

(i) How State has planned for coverage of all the districts and corresponding timeframe, (ii) Has State adopted PPP model or through outsourced agencies for the work, (iii) if work outsourced, the rates and modus of operation (iv) feedback of the performance of outsourced agencies.

Suggestions for future: