

ई-मेल

राजस्थान सरकार
राजस्व मण्डल राजस्थान, अजमेर

क्रमांक: BR/LR/NLRMP/F-107/09/Part-II

दिनांक:-

प्रमुख शासन सचिव,
राजस्व विभाग,
राजस्थान, जयपुर ।

विषय:- BFC (आयोजना) वर्ष 2010-11 के न्यू आईटम के प्रस्ताव
भिजवाने बाबत ।

प्रसंग:- उप शासन सचिव का पत्रांक प-7 (45) राज/2/2009
दिनांक 07.06.2010

महोदय,

प्रासांगिक विषयान्तर्गत निवेदन है कि राजस्व (ग्रुप-2) विभाग द्वारा
BFC (आयोजना) में "राष्ट्रीय भूमि अभिलेख आधुनिकीकरण कार्यक्रम" (NLRMP)
के तहत वित्तीय वर्ष में स्वीकृत राशि:-

वित्तीय वर्ष 2010-11 में निम्न प्रावधान किया गया:-

बजट मद 2029-103 (07)- 05 कार्यालय व्यय NLRMP (एलिस तारखें में)

क्र.स.	बजट उपमद एवं आईटम	State Share		Central Share	
		Comm.	New.	Comm.	New.
1-	NLRMP Through to revenue Board	950.82	0.00	0.00	863.13
	Total Revenue	950.82	0.00	0.01	863.13

के तहत मण्डल स्तर पर मॉडर्न रिकॉर्ड रूम का कार्य तथा राजस्व कार्यालयों के मध्य कनेक्टिविटी का कार्य करवाया जाना है। मॉडर्न रिकॉर्ड रूम के प्रस्ताव का NIC द्वारा परीक्षणोंपरांत स्वीकृति तथा राज्य स्तर पर पत्रांक- (29) राज-2/10 दिनांक 15.07.10 द्वारा गठित परियोजना ई-प्रशासन लक्ष्य दल हेतु आवश्यक कार्यवाही बाबत प्रेषित है।

कमशः-----

NLRMP

मार्डन रिकॉर्ड रूम में समुचित^{स्वच्छता} प्रकाश एवं हवा की व्यवस्था, बैठक व्यवस्था, समुचित खुली जगह तथा रंगरोगन सुनिश्चित किया जाना है ।

राजस्व कार्यालयों के मध्य कनेक्टिविटी के प्रस्ताव एन.आई.सी. जयपुर द्वारा बी.एस.एन.एल. विभाग से प्राप्त कर मण्डल को प्रेषित कर दिये गये हैं जिनका परीक्षण मण्डल स्तर पर कर प्रस्ताव पृथक से प्रेषित कर दिये जायेंगे तथा पंजियन एवं मुद्रांक विभाग हेतु आवंटित राशि सीधे ही महानिदेशक, पंजियन एवं मुद्रांक विभाग, अजमेर को हस्तान्तरित किया जाना उचित होगा ।

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निबन्धक
राजस्व मण्डल राजस्थान,
अजमेर

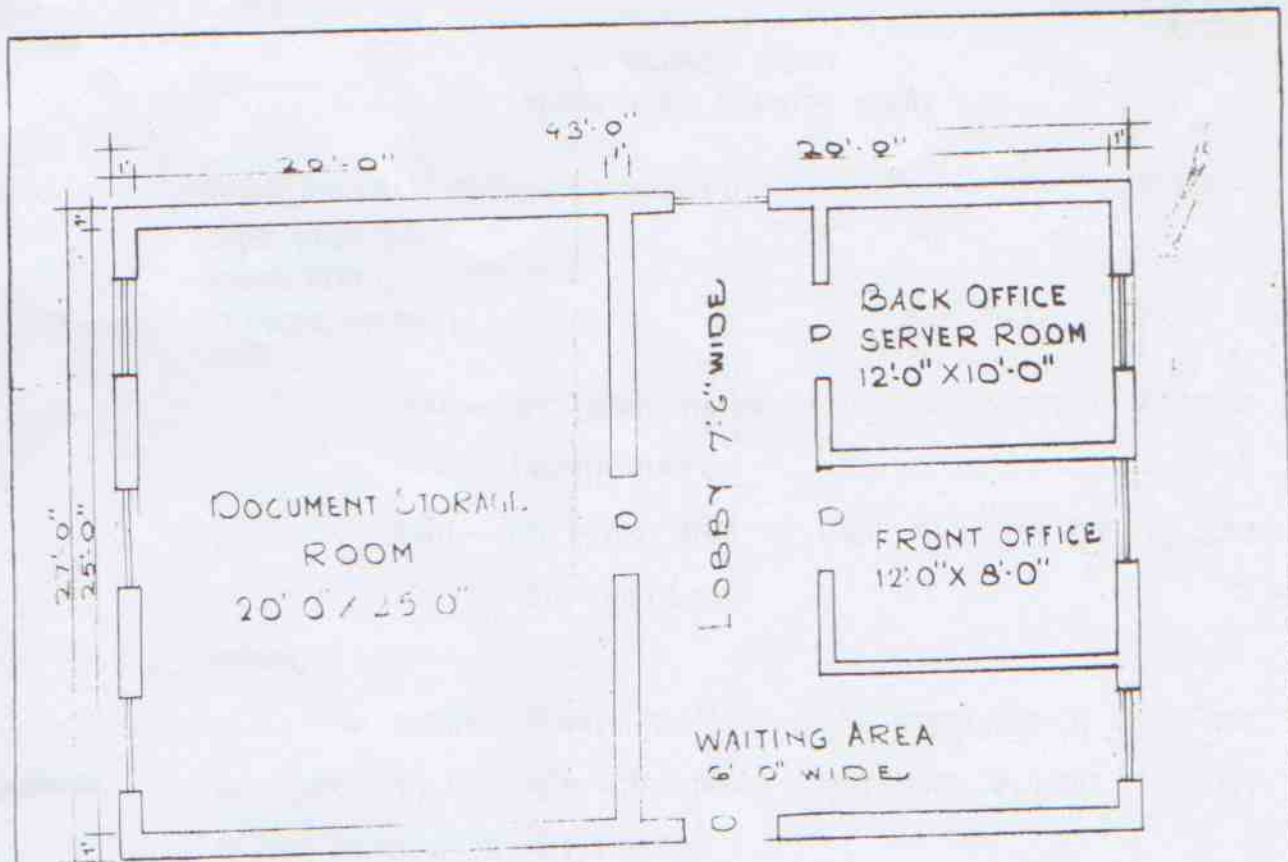
क्रमांक :- राम/सम 17526-28
प्रतिलिपि:-

दिनांक:- 16-12-10

1. उप शासन सचिव, राजस्व (ग्रुप-2) का पत्रांक प-7(45)राज/2/2009 के क्रम में।
2. वरिष्ठ लेखाधिकारी व्यय, राजस्व मण्डल राजस्थान, अजमेर के यू.ओ. नोट 9707 दिनांक 18.11.10 के क्रम में।
3. महानिदेशक, पंजियन एवं मुद्रांक विभाग, अजमेर।

उप-निबन्धक (मू.अ.)
राजस्व मण्डल राजस्थान,
अजमेर

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GROUND FLOOR PLAN SCALE - AN INCH = 8 FEET

MODALITIES FOR BUILDING MODERN RECORD

ROOMS UNDER - NLRMP

ASSISTANT ENGINEER
P.W.D. CITY SUB DIV.
AJMER.

BRANDU BHADAN
EXECUTIVE ENGINEER
P.W.D CITY DIV.
AJMER

Modalities for Building Modern Record Rooms under NLRMP

The modern record rooms which are envisaged for the Tehsil level under the NLRMP shall have to be looked into two aspects/terms –

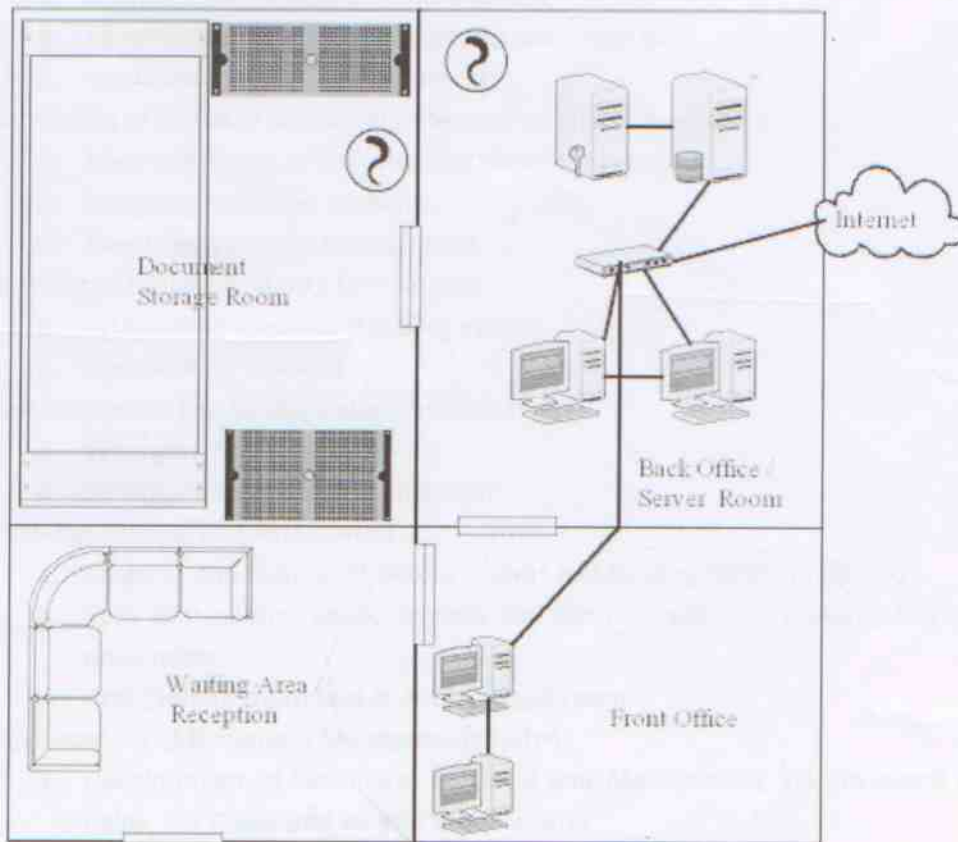
1. Building Physical Structure
2. E-Storage equipments and facilities

The Collectors may required to identify the existing room / record room for the establishing modern record rooms under NLRMP each at tehsil hqt.

Tentative Rooms Size for Modern record Rooms and facility centre -

S.No.	Location	Room Size (in Feets) for Records	Rooms Size(in Feet) for Public Info.
1.	Tehsil	25 X 20	20 X 10

Prototype of Modern Record Room for NLRMP



These modern records rooms shall be equipped with latest optimisers which will be compact in nature and also provide safety to the documents. They shall also save the documents from termites and other insecticides.

The Land records documents (old records which are torn-worn with a cut-off date and type of documents are to be decided by the district committee) shall be scanned and digitised so that

these can be retrieved in future with the help of a document management software. These activities could be done for very old records i.e. for those where physical handling of records is practically not possible on a day-to-day basis. It is proposed that these documents could be scanned, verified and archived on the computer server / Storage device and the same could be used for issuing digitally signed copies as and when required.

For the rest of Land Records Documents which are in good shape, they could be inventoried and stored in safe cartons with Bar Codes to retrieve them in future.

The physical construction of the records rooms is to be done through the PWD by the respective districts keeping in mind the required space and specifications of optimisers and compactors which would be installed there, however funds shall not be provided under NLRMP and the Collectors are required to use other funds for this purpose.

The e-storage and retrieval mechanism shall contain the following technical parameters--

1. Digitisation of Land Records
 - a. Identification of Records to be digitised
 - b. Identification of missing documents and filling gaps
 - c. Verification of digitised documents
2. Bar Coding of bunch of documents/files and storage management.
 - a. Making bunches of documents to be kept together
 - b. Assigning bar codes to them
 - c. Developing storage management
3. Specialised Racking System / Compactors
 - a. Establishing specialised racking system
 - b. Numbering / Indexing
4. Fire Prevention and Smoke Detection System
 - a. Setting up fire alarms
 - b. Setting up smoke detection system
5. Cleaning, dusting and Pest control
 - a. Cleaning and Dusting of old documents and binding them (if required)
 - b. Spray pest control on documents and use pest preventive plastic bag to store documents.
 - c. Anti-Termite treatment in entire record room.
6. Development of Document Management System
 - a. Development of Document Retrieval and Management System based on Key fields, Bar Codes and various other criteria
7. Setting up Back office
 - a. Setting up Computer Server
 - b. Setting up Storage devices and Storage Area Network (SAN)
 - c. Setting up High Speed Scanners and Printers
 - d. Setting up high speed data channel to connect the server /SAN to the District / State Data Centre to mirror (or disaster management) of the data at day end or as per requirements

8. Setting up of Front Office

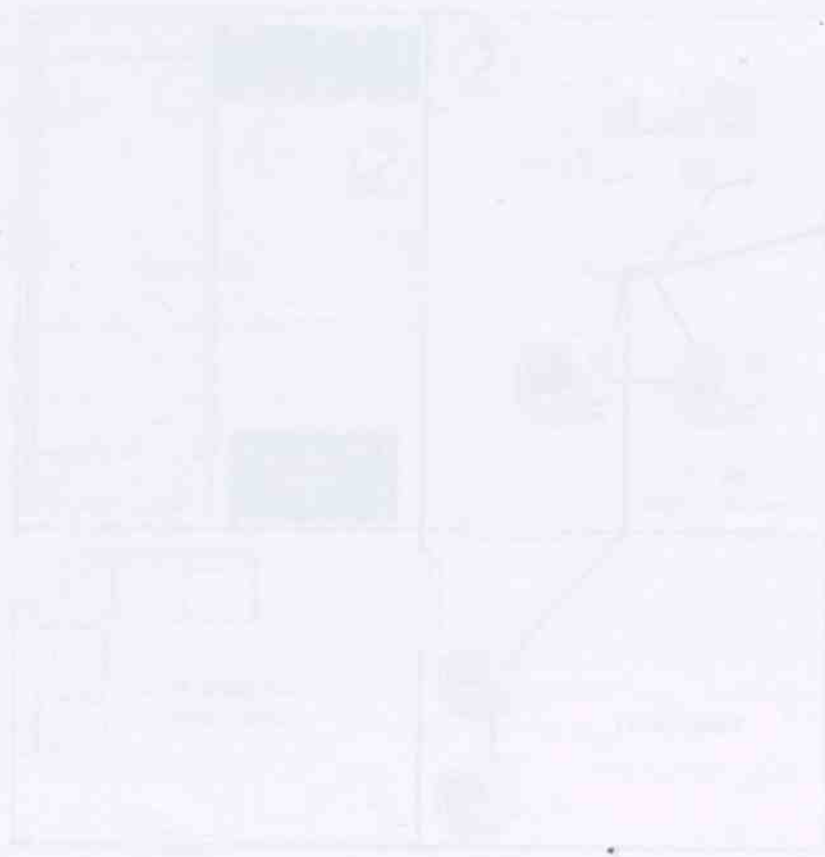
- a. Setting up two/three Computer System running Document Management Software
- b. Setting up Scanner, Bar Code Reader and Printers

9. Local Area Networking.

- a. Setting up LAN to be connected to Back end server to retrieval of records and disseminate information

10. Training and capacity building

- a. Training to Nodal Officer on the entire system.
- b. Training to Tehsildar, NT etc on the usage and facilities awareness of the system.
- c. Training pertains to Scanning, Printing and various other operation to RPGs at the back office.
- d. Training to Patwaris on the front office day to day operations.



The modern system is a... The main benefit of the system is... by the...