Dear

As you must be aware that, this Department is implementing a very important programme in the shape of the National Land Records Modernization Programme (NLRMP). NLRMP aims to achieve real time, up-to-date land records with the ultimate aim of ushering in the system of conclusive titles. As a part of our initiatives to give an impetus to the implementation of the program, discussions on the programme have been held regularly with various States/UTs. During these discussions, most of the States have desired that there should be a single agency at State level to coordinate implementation of various components of NLRMP, as it envisages functional integration of various Departments of the State dealing with the land records, e.g., registration, revenue, survey and consolidation etc. Further, the programme is highly technical in nature, and there is shortage of the requisite expertise. Therefore, the States want to hire technical persons for better implementation of the NLRMP. As NLRMP is a centrally sponsored scheme, funds are being provided to the States/UTs by the Department of Land Resources. States further release these funds to the implementing agencies. In some States there has been huge delay in the release of funds to these implementation agencies. For expediting implementation of NLRMP there has been request from many States to constitute a special purpose vehicle.

2. In view of this it has been decided to encourage States/UTs to constitute Project Management Units (PMUs) in the form of registered societies at the State/UT level. The guidelines formulated in this regard are being enclosed herewith. Once the PMU is constituted by the State/UT, funds will be directly transferred to the Society by the Department. This mechanism for transfer of funds to the State will remain applicable in future to such State/UT. Further, the unspent balance available with the State/UT under the NLRMP is also to be transferred to the PMU. The liability of the Central Government will be limited to hiring of consultants, programmers and the prescribed office expenses in the PMU during the period of implementation of the NLRMP only. It should also be ensured that there will be no permanent liability on the Central Government on account of establishment/office expenses etc.

3. I, therefore, request you to take appropriate action for the constitution of the PMU in your State and action taken in this regard may kindly be intimated to the Department at the earliest.

With regards,

Yours sincerely,

(Amita Chouhary)

All Chief Secretaries of States/UTs
DRAFT GUIDELINES FOR CREATING A PROJECT MANAGEMENT UNIT (PMU) IN THE SHAPE OF A SOCIETY IN THE STATES/UTS UNDER THE NATIONAL LAND RECORDS MODERNIZATION PROGRAMME (NLRMP)

The National Land Records Modernization Programme (NLRMP) is being administered by the Department of Land Resources (DoLR), Ministry of Rural Development since 2008-09.

2. Detailed Guidelines and Technical Manuals have been circulated to the States and Union Territory Administrations for implementation of the programme. Further, formats for Management Information System (MIS), Annual Action Plan/Detailed Project Report and State Perspective Plan have also been circulated to the States and Union Territory Administrations and other agencies concerned for monitoring and effective management of the programme. MIS has also been made online.

3. The Guidelines for implementation of the Programme envisage that the States/UTs must identify a nodal Department for implementation of the NLRMP. The nodal Department must, in turn, put in place a Programme Management Unit (PMU) in the charge of an officer not below the rank of Secretary, to oversee the NLRMP in its entirety. This PMU must ensure coordination among all concerned Departments, as well as among the various units of the implementing Department. For each activity under this Programme, the duties and responsibilities of officials as well as of the
vendors, if any, must be listed out in detail in harmony, as far as possible, with the Guidelines and also intimated to the DoLR. MoUs/agreements may be signed, wherever required. The PMU must ensure that milestones and timeframes, as well as physical and financial achievements are monitored on a regular basis and online data are sent to the DoLR and other agencies as required. In addition to the aforesaid functions indicated in the Guidelines, as the PMU has technical personnel, it may perform the following tasks for effective implementation of the programme:

i) Implementing the project/s under the NLRMP as per the programme Guidelines and technical guidance provided by the DoLR from time to time.

ii) Formulating strategies, policies and plans for management of land records so as to provide efficient and prompt services.

iii) Finalizing administrative, financial, legal and technical framework for the IT enabled land records management and related services.

iv) Finalizing standards.

v) Simplifying the processes and re-engineering.

4. As per provisions of the Guidelines, the PMUs in the States/UTs may be constituted under the Revenue Department as Registered Societies for performing the functions indicated in para 3 above and to facilitate transfer of Central funds directly to the PMUs rather than routing them through the
Consolidated fund of the State. Accordingly, it is proposed to create a Registered Society in each State/UT. A two-tiered structure is proposed for the Society - (a) Governing Body, and (b) Office of the Society, with the following composition for each:

**Governing Body:**

- Principal Secretary/Secretary, Revenue Department - Ex-officio Chairperson
- Commissioner, Survey Settlement/ Director, land Records - Ex-officio Member Secretary
- Secretary/Member, Board of Revenue - Ex-officio Member
- Secretary, Registration Deptt. - Ex-officio Member
- Secretary, IT Department - Ex-officio Member
- Secretary, Urban Development Deptt. - Ex-officio Member
- Secretary, Law Department - Ex-officio Member
- Secretary, Finance Department - Ex-officio Member
- Secretary, Planning Department - Ex-officio Member
- IG, Registration - Ex-officio Member
- Divisional Commissioners 2 (by rotation) - Ex-officio Member
- State Informatics Officer, NIC - Ex-officio Member
- DMs of Districts covered under the NLRMP - Special Invitees
Office of the Society:

Principal Secretary/Secretary - Ex-officio Chief Executive Officer
Revenue Department

Commissioner, Survey & Settlement/- Ex-officio Member
Director, Land Records

Representative of Registration - Ex-officio Member
Department

NLRMP Coordinator of NIC in the State/UT - Ex-officio Member

2 Experts from the agencies - Full-time Consultants
dealing with
Remote Sensing, Aerial Photography,
Survey of India, Forest Survey of India,
C-DAC, Soil and Land Use Survey of India,
and NRSC

2 Experts from the agencies dealing with IT - Full-time Programmers

Supporting staff

Accountant - 01
Assistant - 01
DEO - 01
Peon - 01

5. The Governing Body may add ex-officio members from time to time
as per the requirement. It must meet once in a quarter and may also permit
special invitees to its meetings and to those of the office, as per requirement.

6. Funding for consultants, programmers, supporting staff and office expenses of the Society is to be provided by the DoLR to the States/UTs. Funding for the following **supporting staff on purely contractual/deputation basis** and office expenses for the Society will be provided annually by the DoLR to the Society to meet its annual expenses:

i) Consultants **with at least 10 years experience in the fields of maintenance of land records/survey/re-survey/digitization/GIS** – two per Society, **viz., one for survey/resurvey and one for GIS/digitization of cadastral maps @ a maximum of Rs.6.00 lakh per annum per consultant.**

ii) Programmers with at least 5 years experience in the fields of computerization of land records including integration of textual & spatial data, computerization of registration and inter-connectivity – two per society @ a maximum of Rs.3.00 lakh per annum per programmer.

(ii) **1 Accountant, 1 assistant, 1 Data Entry Operator and 1 Peon @ lump sum amount of Rs.10.20 lakh per annum.**

iii) **One time expenditure for purchase of computer (hardware and software), furniture & fixtures and office equipments – Rs.5.00 lakh.**

iv) **Recurring expenditure towards offices expenses including TA/DA, expenditure on meetings of the Governing Body/Society, district-**
level/State-level workshops to be organized by the PMU, hiring of vehicles, etc. – Rs.6.00 lakh per annum.

7. The recurring and non-recurring grant for the Consultants, Programmers and the supporting staff of the PMU for the first year would be as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items of expenditure</th>
<th>Amount per annum (Rs. in lakh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Expenditure on 2 consultants (one each for survey/resurvey and GIS/digitization of cadastral maps), 2 programmers &amp; other supporting staff</td>
<td>28.20</td>
</tr>
<tr>
<td>2.</td>
<td>Office expenses (as per the definition of Finance Deptt. of the State Govt.) including TA/DA, expenditure on meeting of the Governing Body/Society, district-level/State-level workshops to be organized by the PMU, hiring of vehicles, etc.</td>
<td>6.00</td>
</tr>
<tr>
<td>3.</td>
<td>One time expenditure (non-recurring) for purchase of computer, furniture &amp; fixture etc.</td>
<td>5.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>39.20</strong></td>
</tr>
</tbody>
</table>
An amount equal to 10% of the expenditure under NLRMP in a financial year or the above proposed grant whichever is less will be reimbursed to the State/UT.

8. The Society is free to receive funding from other sources such as national and international institutes and agencies, corporate entities and other organizations willing to support the NLRMP.

9. The State Governments/UT Administrations are free to have a slightly different structure of the Society as per their requirements. However, the recurring and non-recurring grant for the Consultants, Programmers and the supporting staff of the PMU would be as provided in the Guidelines.

10. For strengthening the Society, the State Governments/UT Administrations may put their staff involved in monitoring of the NLRMP in the Society so that focused monitoring is done at the State-level by one agency. However, funding by the Govt. of India for supporting staff and other items would be restricted to a maximum of Rs.39.20 lakh in the first year as indicated in para 7 above.

11. The performance of the Societies would be reviewed at the end of the 11th Plan to see if its creation has achieved the purpose for which they have been created, before any commitment is made to continue funding them for the consultants & supporting staff during the 12th Plan.
12. The DoLR would release the recurring grant for expenditure on Consultants, programmers & the supporting staff calculated according to the norm laid down by the DoLR. However, within the amount allocated, the Societies would be free to vary the type and number of experts, programmes and staff. However, it will be mandatory for every Society to have one Accountant who will ensure that the expenditure statement is put up before the Ex-officio CEO of the Society at the required periodicity, who in turn will be responsible for sending the same to the DoLR. The Accountant can be either a serving official on deputation or else a retired Govt. official on contract to the Society.

13. **General Terms and conditions for release of funds to the PMU:**

A. Each Society will open one independent savings bank accounts for receiving the Central grant towards Society funds and programme funds. The account would be operated by the CEO of the Society.

B. The funds towards Society funds and programme funds shall be directly released by DoLR into the account of the Society.

C. The Society will maintain separate grant registers received by it towards Society funds and for programme activities.

D. The Consultants, programmers and the supporting staff should be hired either on deputation or on contract basis and there will be no liability for permanent employment for the hired period. Further,
Government staff working in the Departments would not be charged to the Central funds.

E. Each Society would get recurring grants for expenditure on the Consultants, Programmers and staff as laid down by DoLR and office expenditure.

F. If the non-recurring grant remains unutilized up to three years from the date of sanction, the unutilized amount should be refunded to the DoLR.

G. Purchase of vehicles and construction activities are not permissible under any circumstances from the DoLR funds.

H. The data regarding the Society funds, its utilization and the details of the personnel hired shall be sent by the Society to the DoLR from time to time.

I. The purchase of equipments should be done in accordance with Procurement Rules of the State Government. Proper arrangements should be made for storing the equipments, when not in use.

J. The amount sanctioned under different items of recurring and non-recurring grant should be utilized as sanctioned by DoLR. For any deviation, permission of DoLR will be required.

K. The Societies will furnish to the DoLR the Utilization Certificates duly signed by the Ex-officio CEO for the funds released towards
Society funds and programme funds for a financial year by 30th June of the next/following financial year and Audited Statement of Accounts every year by the end of September of the next/ following year.