

Fax

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

No.CMC-29/2015(Pt)- 8665 /R&DM, Dated 16/3/17

From

Sri Sangram Keshari Mohapatra,
Joint Secretary to Government

To

All Collectors

Sub: Minutes of the Meeting of ADMs taken through Video Conference by Principal Secretary, R&DM Department in NIC, Bhubaneswar on 08.03.2017 at 11.00 A.M.

Madam/Sir,

I am directed to enclose herewith the minutes of the meeting of ADMs held on 08.03.2017 at 11.00 A.M through Video Conferencing in NIC, Bhubaneswar under chairmanship of Principal Secretary, Revenue & D.M. Department. The Minutes of the meeting is uploaded in the R&DM website (www.odisha.gov.in/revenue) home page.

You are requested to submit compliance report as per the deadline mentioned in the minutes.

Yours faithfully.

Sangram
15.3.17
Joint Secretary to Government

Memo No 8666 Dt. 16/3/17

Copy forwarded to all Revenue Divisional Commissioners for information and necessary action.

Sangram
15.3.17.
Joint Secretary to Government

Memo No 8667 Dt. 16/3/17

Copy forwarded to all Additional Secretaries/Joint Secretaries/ Deputy Secretaries of R&DM Department for information and necessary action.

Sangram
15.3.17.
Joint Secretary to Government

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Memo No 8668 Dt. 16/3/17

Copy forwarded to the SIO & DDG, NIC for kind information and necessary action.

Sarpan
15.3.17.

Joint Secretary to Government

Memo No 8669 Dt. 16/3/17

Copy forwarded to the Director ROTI, Gothapatana for kind information and necessary action.

Sarpan
15.3.17.

Joint Secretary to Government

Memo No 8670 Dt. 16/3/17

Copy forwarded to the P.S. to Principal Secretary for kind information of Principal Secretary.

Sarpan
15.3.17.

Joint Secretary to Government

Memo No 8671 Dt. 16/3/17

Copy forwarded to the Deputy Secretary in-charge of IMU Cell for uploading the minutes in the R&DM website.

Sarpan
15.3.17.

Joint Secretary to Government

Minutes of the Meeting of ADMs taken through Video Conference by Principal Secretary, R&DM Department in NIC, Bhubaneswar on 08.03.2017 at 11.00 A.M

At the outset, Principal Secretary welcomed SIO cum DDG, NIC, Officers of R&DM Department, ADMs, Sub-Collectors, Tahasildars and other officers of NIC present in the meeting.

Thereafter, the discussion was held on the following points

1. Indexing of scanned case records and uploading it into the DMS software

Principal Secretary told that all district Collectors were intimated vide this Department Letter No.5674 dtd.18.02.2017 for proper indexing in the title sheet of case records before finalization of vendor for uploading into the DMS software. In the meantime, the model RFP for selection of bidders was also communicated to all Collectors Vide Letter No. 7223 dtd.03.03.2017. Furthermore, for uploading of scanned files into DMS software an amount of one lakh per tahasil was also approved in the 8th Governing Body meeting of OLRMS. Therefore, process of finalization of bidder should be completed before 31st March and uploading work should start by 7th April, 2017 in all Tahasils. The uploading work into DMS software should be completed within 3 months i.e. by end of July, 2017.

Thereafter, Principal Secretary wanted the feedback from ADMs.

ADM, Nayagarh has said that though 8 (eight) lakh case records have been scanned, no indexing have been done in majority of the case records. Therefore, for completion of work within three months they require additional manpower for indexing of the title sheet before uploading.

Regarding requirement of manpower Principal Secretary suggested that the officials of NIC, Joint Secretary in charge of DILRMP will visit Nayagarh District and if required a specific proposal should come from Collector, Nayagarh.

[Action Collector, Nayagarh]

ADM, Ganjam has said that the indexing has been made for 50% of the case records. The indexing for balance 50% of scanned records will be made before finalization of bidder. He pointed out that server in 7 nos. of tahasils are not functioning well.

ADM, Puri said that there is no Modern record Room in Satyabadi and Brahmagiri Tahasils. Principal Secretary clarified that 28 Tahasils in the state do not have any Modern Record Rooms and steps are being taken for construction of Modern Record Rooms in those Tahasils.

ADM, Angul has said that they have made indexing in the title sheet at the time of scanning. Besides, compactors, servers and other equipments are not provided to Athamallik and Pallahada Tahasil. Principal Secretary said that steps will be taken for provisioning of such equipments in these Modern Record Rooms.

ADM, Sambalpur has said that some of records are very old for scanning. It was appraised that the progress of uploading into DMS software is 87% and therefore, those case records which are not legible should not be taken as example and indexing of balance case records should be done before uploading.

ADM, Khurda has said that the indexing have been done at the time of scanning in the all tahasils. He pointed out that in Bhubaneswar tahasil at present 4 lakh case records available out of which one lakh fourty thousand case records have been scanned. He sought for clarification from the Department for additional manpower for scanning for the balance case records in Bhubaneswar tahasil. Principal Secretary advised Joint Secretary to immediately put up the proposal so that clarification will be issued immediately.

[Action - R&DM Department]

ADM, Keonjhar intimated that they have already floated the tender for scanning of case records along with uploading into the DMS software. Principal Secretary said that the districts which have already floated the tender for scanning and uploading simultaneously as per their existing tender may continue with their selected vendor.

Sub-Collector, Bolangir suggested that as all the case records were scanned therefore no indexing is required.

It was clarified that the indexing of the title sheet is done in the physical case record which were already consigned into the Modern Record Room and were kept in the compactors. Entry of different field in the DMS software will take a lot of time if the indexing of case record is not done in the title sheet. Therefore, the indexing of the title sheet will facilitate timely & error free uploading of case records into the DMS.

All the ADMs were advised to give information regarding need for procurement/repairing of Server to DLR&S with copy to Department within a week.

[Action - All Collectors and DLR&S]