

CIRCULAR

Sub:- Money Management in Bhoomi- Collection, Remittance and Accounting of User Charges and the Mutation Fee- reg.

Ref:- 1) Government Circular No. RD 28 MRR 2001 Dt:-19/12/2001
2) Government Circular No. RD 28 MRR 2002 Dt:-17/10/2005

The Government would like to invite the reference of all Deputy Commissioners, Assistant Commissioners, Tahsildars and Bhoomi Sheristedars to the circulars cited wherein Government have issued clear instructions regarding the collection & remittance of user charges & mutation fee collected in bhoomi.

In the Lr.Kiosks, the RTC, Mutation extract, Khatha extract and the RR V and VI and such documents are issued and the user charges of Rs.15/- are collected. In certain cases, it may so happen that, the printing is not successful but, the user charge is accounted in the system. In such cases, there would be difference between the money shown in the MIS report and the money actually realized to Government. Hence, the Government have provided a facility to the Tahsildars to waive off the amount not realized, due to (i) printing unsuccessful -stationery torn out (ii) Printing unsuccessful due to system failure (iii) Printing failure- power fluctuation and (iv) Junk Prints etc; It has how ever been observed that, most of the Tahsildars have not exercised this option to waive off the amount not realized to the Government. As a result, there is a difference between the money shown in the MIS report and the money actually remitted to the Government/PD account of the Deputy Commissioners.

Hence, the Government have decided to streamline the process and upgrade the software to handle such problems in a more organised and systematic manner. Accordingly, the Money Management facility in Bhoomi is being deployed from. 01-07-2006. The salient features of Money Management are as detailed below:

1. INSTALLATION:

The software would be deployed through the State Data Center. The Bhoomi Sheristedars have to enter the (i) Treasury Code (ii) Drawing Officer's Code (iii) PD Account number of the Deputy Commissioner. (iv) Total amount of user charges as per the computer is drawn and displayed at the time of the installation. This would be one time activity and is required in generating the challan with the above information. (v) The amount of user charges actually realised to Government PD A/c of the Deputy Commissioner

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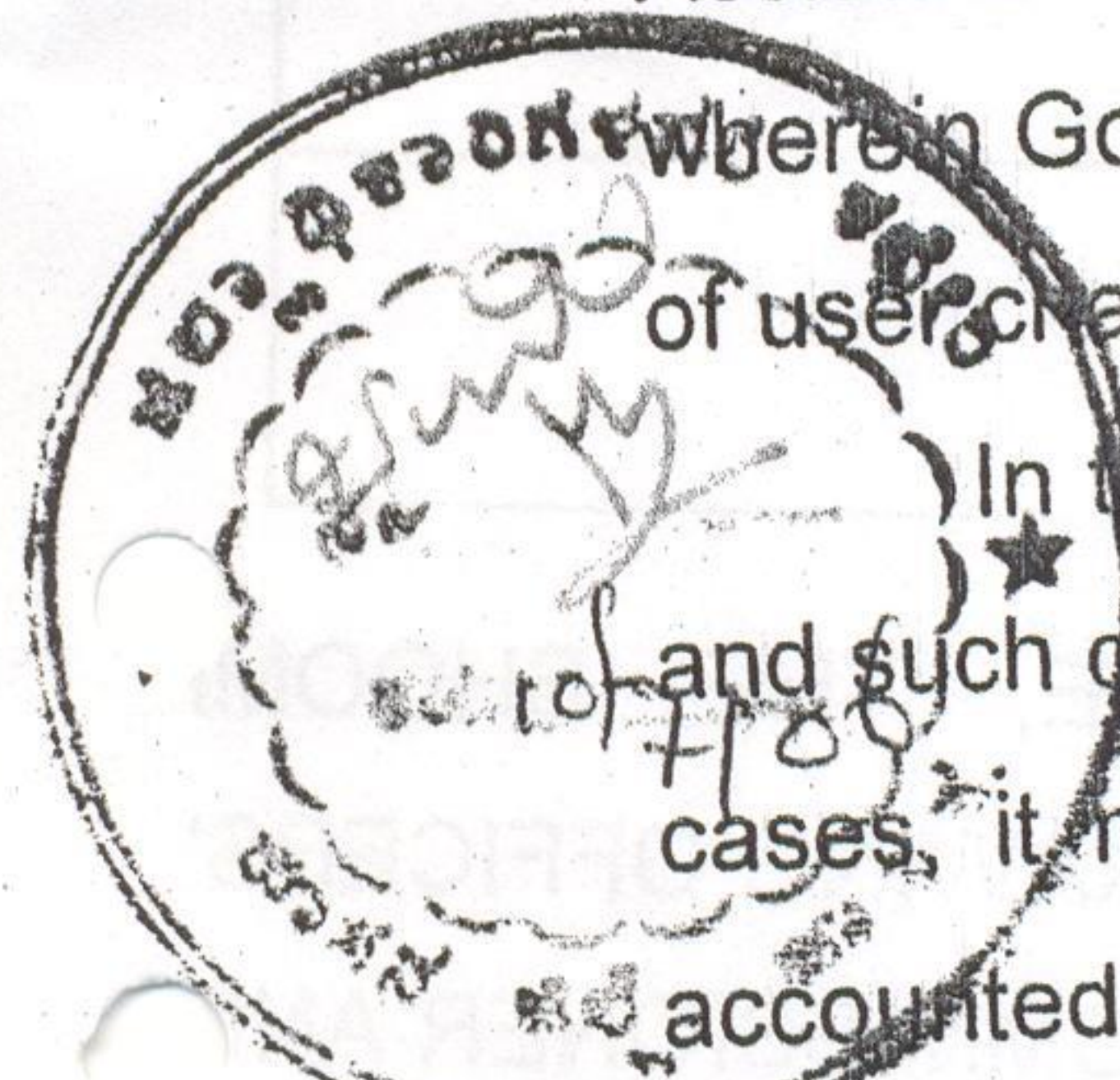
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INITIALISATION:

The procedure for initialization of the software has been explained in detail in the fax message No. BMC.CR.10/05-06 dated 26th June 2006. However, the gist of the process is reproduced here under for ready reference.

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| A. The Treasury Code | |
| B. The Drawing Officer's Code | |
| C. The PD Account number of the Deputy Commissioner. | |
| D. The amount of user charges as per the MIS report maintained in the Computer (Automatically drawn and displayed). | |
| E. The amount of user charges actually remitted to Government and to the PD account of the Deputy Commissioner | |

IMPORTANT: WHILE INITIALISING THE SOFTWARE, THE BHOOMI SHERISTEDAR HAS TO ENTER (A) TREASURY CODE (B) DRAWING OFFICERS' CODE. (C) THE PD ACCOUNT NUMBER OF THE DEPUTY COMMISSIONER AND FOR ITEM (D) THE SYSTEM AUTOMATICALLY ENTERS THE AMOUNT OF USER CHARGES AS PER THE SYSTEM INFORMATION. BUT FOR ITEM (E) THE BHOOMI SHERISTEDAR HAS TO ENTER THE ACCURATE TOTAL OF AMOUNT (I) REMITTED TO GOVERNMENT AND (II) REMITTED TO PD ACCOUNT OF THE DEPUTY COMMISSIONER FROM THE INCEPTION TO THE CLOSING HOURS OF THE 30TH JUNE 2006. IF THIS INFORMATION IS NOT ENTERED IN TO THE COMPUTER, BUT BEFORE 1ST JULY 2006, BHOOMI WILL NOT FUNCTION.

2.Lr.KIOSK- DELIVERY OF RECORDS TO CITIZENS:

- (a) A new feature is provided in the Lr.Kiosk software, which would instantly reset the user charge amount, for the unsuccessful print on click of a button.
- (b) In the existing process, the user charge is accounted for such documents unsuccessfully printed and delivered to the citizen. Normal possibilities of the unsuccessful printing are (i) junk prints (ii) Over lapping of matter due printer problems (iii) Stationery torn-out and (v) Printing without ribbon and the like. In such cases, the Tahsildar is expected to satisfy himself about the misprints or failure in printing and reset the user charge with his authentication. But, in practice, this event is not being done and thus there is a considerable difference between the amount realized and the amount shown in the report. This is quite unfair in the public administration. Hence, this instant RESET is being introduced, which would avoid the mismatch in the amount realized and the amount shown in the report.
- (c) There is no change in the process up to the selection of hobli, village, survey number and hissa number. The existing process would continue.

(d) When ever a document is selected for printing and print command "ಮುದ್ರಣ" is clicked up on, wait while the printing is executed. If the print is successful, the amount of the user charge is added to the MIS report and the system will prompt for selection of another document. 200

(e) When the kiosk operator comes to know that the print is not successful for any of the reasons stated in para 2(b) above, the operator has to select the RESET button. When the RESET button is selected, the system will automatically prompt for entering the reasons for print failure from the dropdown list. The Lr.Kiosk Operator has to select the appropriate reason for the print failure and also has to enter the serial number of the stationery (where ever it is there) used for the unsuccessful prints. The reasons available in the dropdown list for unsuccessful print are,

(i) Printing unsuccessful –stationery torn out (ii) Power failure/ fluctuation (iii) Printer jam and (iv) Junk Prints. When the operator selects 'ಮುಂದೆ' the system will print the same document which the operator intended to print earlier. How ever, the user charge for the unsuccessful print would not be added to the MIS report as well as to the integrated challan.

(f) The stationery of the unsuccessful prints have to be secured and preserved for the future audit.

(g) At the end of the day, the Sheristedar has to examine all the reset cases and authenticate in the appropriate reset folder in his login, but before generating the daily report and chalan.

3. APPLICATION KIOSK:

In the Application Kiosk, there is a provision in the software to enter the amount collected towards Mutation Fee, Application Fee and Phodi Fee. Whenever a request is entered under 'Khasagi' option, the system asks the operator to enter the fee collected under the respective items. The amount so collected would be reflected in the MIS Report. At present, the calculation of the amount of fee has to be done manually and action is being taken to automate the calculations shortly. Under the Money Management Policy, the amount realized in the Application Kiosk can also be had through the MIS Reports for a given period whether for a day or for a period between two dates. The amount so collected in the Application Kiosk would be reflected in the consolidated challan generated on the computer for remitting the amount to the PD account of the Deputy Commissioner. [Please see Annexure]

4. FACILITY FOR GENERATING THE CHALLAN:

A facility has been provided to the operator to generate an integrated challan in the Application Kiosk. This integrated challan will have the details of the pre-loaded information of (a) Location of the treasury (b) Treasury Code (c) Drawing Officer's Code

(d) the name of the taluk (e) PD account number of the Deputy Commissioner (f) amount collected in the Lr.Kiosk as user charges (g) amount collected towards Mutation Fee and the Phodi fee in the Application Kiosk.

The integrated challan would be a part of the MIS Report to be printed for a required date or for a period between two dates. Any number of copies challans can be generated as per the needs. The remittance has to be made only on these computer generated challans and the challans written by hand, tampered in any manner or over writing the amount should not be used.

5. FACILITY TO PRINT THE DOCUMENTS FOR GOVERNMENT PURPOSES:

The existing facility to print the documents for the reference of the Government by selecting "ಪಹಣಿ ಮುದ್ರಣದ ಉದ್ದೇಶ - ಸರ್ಕಾರಿ" available in the Lr. Kioks is now disabled forthwith.

Separate options(a) " ಸರ್ಕಾರಿ ಉದ್ದೇಶದ ಪಹಣಿ" , and (b) "ಸರ್ಕಾರದ ಉದ್ದೇಶದ ಮ್ಯುಟೇಶನ್ ಪ್ರತಿ " have been provided(Annexure-E). When ever the RTC, Mutation extract or the extract of the RR V and VI are required to be printed in the Lr, Kiosk, such documents can be got printed by the Lr. Kiosk operator by using these options. The user charge is not applicable to the documents printed under this option.

Whenever the RTC or the Mutation extract is required for the Government purpose, the Lr.Kiosk operator has to click up on the respective options (a) or (b). There after, if there were to be any documents listed for printing, the system displays the list and if there were to be no documents listed for printing, a message would be displayed. On clicking of the OK button, the system prompts the operator to raise a request for the RTC/Mutation extract required for the Government purpose, where in the operator has to enter the details.

- (a) The operator has to enter the request number and the date of request would be always the current date.
- (b) The name of the officer/official requesting the document, the name of the department, address of the department and the purpose for which the document is required have to be entered by the Lr.Kiosk operator.
- (c) In a request, any number of documents may be included.
- (d) Separate requests have to be raised for RTC and Mutation extracts.
- (e) Immediately after saving, the request would be pushed to the Bhoomi Sheristedar for approval, in Sheristedar Kiosk module.
- (f) The Sheristedar would open the folder and approves the request for printing after due verification.
- (g) Immediately after the approval by the Sheristedar, the request would be pushed back to the Lr. Kiosk operator for printing the documents for the

Government purpose. The Lr.Kiosk operator can print only one copy of such documents for which the bhoomi Sheristedar has given approval.

- (h) If, for whatever the reason, the print is not successful, then, a separate request has to be raised to get the copies of such unsuccessful prints.
- (i) An MIS report of such documents printed for Government purposes are available.
- (j) For printing of the RTC usual process of selecting the hobli, village and survey number, hissa number etc; would apply. But, while entering the request for mutation, the survey number on which the mutation has happened, has to be selected by the operator, and a list of mutations would be shown to the operator. Then, the operator has to double click on the mutation extract, which is required to be printed.
- (k) The user charges are not added to the MIS reports for such documents printed for Government purpose.

5.ROLE OF THE OPERATORS:

The operator at the Application Kiosk should be cautious in handling the amount collected by him in the counter towards the mutation fee, application fee (if any) and the phodi fee. As the amount collected in the Application Kiosk is shown in the MIS report for above items, would be printed in the consolidated challan generated on the computer. Hence, the operator in the Application Kiosk are advised to ensure that the amount collected is equal to the amount shown in the MIS report. Descripancies if any has to be reported.

The Lr.Kiosk operator is also equally responsible for the amount collected in the Lr.kiosk. He is advised to take an MIS report of the business transacted by him, compare the amount shown in the report and the actual cash on hand after ensuring the accuracy, hand over the amount to the Bhoomi Sheristedar before leaving the office. The same procedure has to be followed when the operators work on a split-hour basis.

The Lr. Kiosk Operator is also responsible for the maintenance of the documents issued to the various offices for Government use. How ever, the circular instructions issued earlier for providing copies of the documents free of cost would continue to apply. In any case, the documents issued to other departments would to be strictly against the payment of user charges.

6.ROLE OF THE BHOOMI SHERISTEDARS:

The Bhoomi Sheristedars have to maintain a log book of each of the site in the Bhoomi project. The log book shall contain the date and the name(s) of the operators working in each of the site. When ever an operator of a particular site proceeds on leave

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or otherwise, the details of his absence and the name and duration of the next substitute operator has to be entered in the log book.

At the end of the day the Sheristedar has to examine the details of re-set with reference to the reasons assigned by the operator and the spoilt or junk print stationery and authenticate the resets with his fingerprint. He should ensure that, the stationery is preserved for future audit.

The Bhoomi Sheristedars are responsible for the amount collected in the Lr.Kiosk as well as in the Application Kiosk. They are advised to take the MIS Report of the business transacted in each of the kiosks and collect the amount of the each of the kiosks from the operators and keep in his safe custody. The amount so collected for each of the working day has to be taken to the General Cash Book of the Taluk Office. The amount collected in the kiosks in a day has to be remitted to the PD account of the Deputy Commissioners only on the challan generated on the computer. The Bhoomi Sheristedars shall ensure that the amount shown as collected as per the MIS Report, the amount actually collected in the kiosks and the amount remitted to the PD account of the Deputy Commissioners is one and the same.

The Bhoomi Sheristedars are assigned with an additional responsibility for waiving of the amount for which the documents are printed due to power failure/fluctuation or due to the printer off. However, the Sheristedar shall waive off only such amount of user charges for such documents which are shown to have printed twice and to those not included in the routine RESET made by the Lr.Kiosk operator. This facility for waiving off the user charges is not applicable after the generating the consolidated challan.

7.ROLE OF THE TAHSILDARS:

The Tahsildars shall periodically inspect the Lr.Kiosk and the Application Kiosks and audit the collection and remittance of the user charges and the Mutation Fee. He shall record such audit from a date to date and there shall be a continuity in the auditing and there shall not be any omission of the period. Thus, it can be called as an internal audit. He shall also ensure that, the amount shown in the report, amount taken to cash book and remitted to the PD account should tally with each other.

8. STRATEGY FOR HANDLING THE DESCREPANCIES:

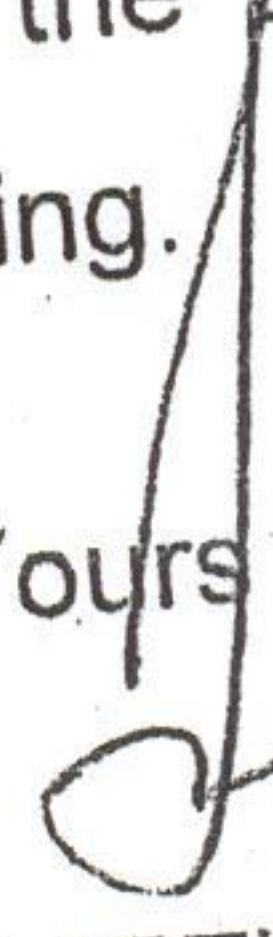
While it is expected that, there would not be any difference between the amount shown in the report and the amount realized from 1st July 2006 onwards. Care should be taken to ratify the discrepancy in the user charges shown on the computer and the amount actually realized upto 30/6/2006. Hence, the Tahsildars have to enter the details of the amount collected in the Lr.Kiosk, the amount actually realized to Government and the difference between the two on the software as on 30th of June 2006. Thereafter, the

Tahsildars have to either take action to realize the difference amount to Government or they have to send proposal to the appropriate authorities for waiving off the amount not realized, substantiating reasons there of.

9. APPLICABILITY OF THE FACILITY:

The facility for RESET is now made applicable to the usual process of printing of documents by selecting one after another. Bulk printing of document be avoided. Tahsildars are requested to advise the operators NOT TO GO FOR BULK PRINTING TILL A STRATEGY IS FINALLY ADOPTED. Otherwise, again there would be the mismatch between the amount shown in the report and the amount realized due to possible failure in printing of any document under bulk printing.

Yours faithfully,


1/7/06
(RAJEEV CHAWLA)

Special Secretary to Government (Bhoomi)

To,

1. All Deputy Commissioners
2. All Assistant Commissioners (Through concerned Deputy Commissioner)
3. All Tahsildars (Through concerned Deputy Commissioner)
4. All Bhoomi Shirestedars (Through concerned Deputy Commissioner)